

Baker Free Library Trustees' Meeting
Wednesday, June 13th, 2018
5:15 pm in the Welch Meeting Room
FINAL

Present: Benette Pizzimenti, Christine Carey, Jennifer Warburton, David Withers, Lori Fisher.

Call to Order: 5:15 pm by Chris Carey.

Introduction of Juliana Gallo, Youth Services Librarian: was postponed until next month.

Minutes: The May 17, 2018 minutes were reviewed. There were a few corrections regarding the roofing issue. Benette moved to accept the minutes as corrected, David seconded, and the minutes were approved.

Treasurer's Report:

- a) May 2018 General Account Report – David reviewed the general account report. He noted overall we are on target with only one month left in the fiscal year. The line for electricity was elevated due to increased demands from the lower level. Benette made a motion to accept the General Accounts Report, Jennifer seconded, and the report was accepted.
- b) May 2018 RSA & Special Expenditures Reports – David reviewed the reports. He noted the usual expected activity. Lori noted that next year our lease for our copier equipment will be up, so the cost will likely change and we will need to budget for that. Jennifer moved to accept the reports, Benette seconded, and the reports were accepted.
- c) Update on Accounting Software Change – Lori is working with our new accounting software which will have a virtual server that our accountant can long into remotely, and so the actual server will be in the library where Lori can access it. It has redundant automatic backups. All old data should be able to import, and it will start on July 1st. Lori and Abe will run dual reports for the first week or so to make sure it is working out.

Director's Report:

- a) May 2018 Stats Summary – Lori summarized the stats for the library for May. Overall the statistics are stable. Lori expects circulation to increase for the summer with the summer reading program. She also noted that internet computer usage is still up, but feels that we are still meeting community needs and do not need to increase the number of computers yet.
- b) Summer Reading Program – The summer kick-off is next Friday. Lori distributed the summer reading t-shirts to the trustees and invited us all to attend.
- c) Kate K. Scholarship – Kate received a \$1000 scholarship from NHLA towards her fall and spring classes. Also of note, Lori shared a thank you from a library

patron who requested information about her relative, Henry Baker, which Kate was able to locate for her.

- d) Town Dept. Head Meeting Update – Lori reported that there will be a Right-to-know workshop in Bow as the town has a records retention committee to figure out what they need to keep and what they can expunge. Lori noted that the library is on track already and follows town policy, but she will be addressing how staff handle their emails to make sure it is consistent. Lori also noted that the Birchdale bridge is done, and they just need to finish off the road over it so it can open.

Old Business:

- a) Update on BOS/Budget Committee Minutes –Jennifer noted that the detail duty fee is going up, including sewer use, which will affect us starting July 1st. She also noted there continues to be discussions with the DOT around the 89 interchange.
- b) CIP Requests for 2019/20 – The three CIP requests were briefly discussed. Two are for the 2019/20 year – one is \$15,000 for the AC and air handlers replacement, and one is \$12,500 towards the Library Emergency fund. The third request is a package of long term estimates for the Library Building Maintenance fund, with expenditure dates past 2023. David moved to approve the three CIP requests, Jennifer seconded, and the CIP requests were approved.
- c) Roof Repair – Lori told the group that she has quotes from Skyline and Manchester Roofers, and she will be getting another quote from Master Roofers next week. Of note, she requested Skyline and Manchester Roofers give letters of “expert testimony” regarding the job done previously by the Arsenault Company. She has received a response from Skyline and is waiting on Manchester Roofers. She has gotten a quote of \$717 for the crown moldings, and is waiting on the quote for the trim. She also reported that Alteri can definitely do a partial replacement for the cast iron gutters, which will reduce costs. Lori requested that we vote to allow her to choose which vendor (roofer, plumber, and general contractor) to use based on her professional judgement of the value of our investment. The work will probably be done in early July. Benette made the motion, David seconded, and the motion was approved.
- d) BFL Trustee Annual Calendar Review/Update – Next month Christine will review the various BOS/School Board/Budget Committee minutes.
- e) Bow Garden Club Event – The Bow Garden Club decided against serving wine at their event, so their request was withdrawn.
- f) Workplace Violence Policy – The Workplace Violence Policy was reviewed. Lori had consulted with the Chief of Police (Chief Lougee) and was told we could not ban firearms from a government building. David moved to accept the policy as amended with the suggestions from Chief Lougee, Jennifer seconded, and the policy was accepted.
- g) Taglines – The possible taglines were discussed. Benette shared a potential logo design that used the tagline “Expanding Our Horizons Together.” The group decided to go forward with that tagline, and ask a few graphic design specialists

to give us some possible logos as well. Lori will get this started so we have something to review for our September meeting.

New Business:

- a) Record Player Lending Policy – Lori drafted a lending policy for the record player, similar to those used by the library for other electronic devices that are loaned out. After discussion, David made a motion to approve the policy, Jennifer seconded, and the motion was approved.
- b) Short Takes Video for Trustees– The group viewed and discussed the video on Board Self Evaluation.

Public Comment: There is no public comment.

Non-Public Session: Benette made a motion to enter a non-public session for the statutory reason RSA 91-A:3, II(c) (matters which may adversely affect the reputation of any person). David seconded.

Roll call vote: Benette Pizzimenti – yes, David Withers – yes, Jennifer Warburton – yes, Christine Carey – yes.

Non-public session was entered at 6:26 pm.

Non-public session was ended and the public session reconvened at 6:55 pm.

David made a motion to seal the minutes because divulgence of the information would adversely affect the reputation of a person other than a member of the board. Jennifer seconded.

Roll call vote to seal minutes: Benette Pizzimenti – yes, David Withers – yes, Jennifer Warburton – yes, Christine Carey – yes.

Motion passed.

Meeting Adjourned: 6:55 pm.

There will be a meeting with the CIP Committee on Monday, July 9th, 2018 at 6 pm at the Town Hall.

The next regularly scheduled meeting of the Trustees is Wednesday, August 15^h, 2018, at 5:15 pm in the Library's Welch Meeting Room.

Respectfully submitted,
Christine Carey