

BAKER FREE LIBRARY TRUSTEE'S MEETING
Wednesday, January 11, 2017 at 5:15 pm
in the Library's Upstairs Meeting Room
FINAL

Present: Tom Ives, Dave Withers, Benette Pizzimenti, Lori Fisher. Christine Carey arrived at 5:15 pm.

Call to Order: 4:40 pm by Tom Ives.

Minutes: The minutes for the December 14, 2016 Trustee meeting were reviewed. Benette moved to accept them, Dave seconded, and the minutes were approved.

Treasurer's report: Dave reviewed with the group:

- a) December 2016 General Accounts Reports – The December 2016 General Accounts reports were reviewed. Tom moved to accept them, Benette seconded, and the accounts were approved.
- b) Giving Tree Donation – The BFL Foundation gave the library \$1540.00 for the payment of the bills for the leaves and plaques for the Giving Tree. Tom moved to accept the donation, Benette seconded, and the amount was accepted.
- c) December 2016 RSA and Special Expenditures Reports – The December 2016 RSA and Special Expenditures Reports were reviewed. Tom moved to accept them, Benette seconded, and the reports were accepted.
- d) Review/approve HL Turner Invoices for LLR Phase II and Cobb Hill Invoice for LLR Phase II – the trustees reviewed the invoice from Cobb Hill in the amount of \$104,789.09. Dave moved to withdraw \$104,789.89 from the Library's Lower Level Capital Reserve Fund to pay the invoices, Benette seconded, and the withdrawal and payment was approved. Lori will draft the letter to the Trustees of the Trust Funds for Tom's signature. A letter to Cobb Hill/Jerry Kingwell will be written by Lori on how helpful Chuck Lowth and Todd Kelly have been during Phase II.

Director's Report:

- a) 2016 Stats Summary – Lori presented the 2016 library stats summary.
- b) Department Head Meeting Updates – Lori shared the update from the Dept. Head Meeting. The Town Meeting will be held March 15, and the School Board Meeting will be March 10. The Budget Committee has begun their meetings, and they have asked the school to reduce their budget significantly. One issue for the Budget Committee is the health benefits. They would like to change the Town's employees health benefits again this year because of the deductible structure, but the Selectmen plan to deny that for this year. Also there is a public hearing next Thursday about making the land in Bow surrounding exit one off of Rte. 89 a "mixed use" area ("Bow Mills Mixed Use District"). The plan is to work with the State to move the exit and bring in more business to improve the tax base. There is a possibility that non-profits would not be allowed in these areas.

- c) Leaf Order – Lori told the group that the most recent order for leaves for the donor tree and four plaques are ready to go and should be up for the planned grand opening of the Lower Level on March 1st.

Old Business:

- a) Review Costs/Phase II Renovation to date – Due to savings with HL Turner and Cobb Hill and changes in the construction plan, we now have \$31,120 in unspent variance which we may be able to use towards purchase of furniture for the Lower Level.
- b) Review Town Report Drafts and approve submittal of each - The Director's Report for the annual meeting was reviewed. Dave moved to approve them, Tom seconded, and the report was approved. The Trustees' Report for the annual meeting was reviewed. Tom moved to approve them, Dave seconded, and the report was approved.

New Business:

- a) Discuss procedure for strategic plan development in 2017 – Lori explained that we need to draft a new strategic plan this year covering the next three years (2018/19/20). The past years have been all about capital improvement, so she expects the next plan will be much different. Lori will send out to us our current plan and the best practices for developing another strategic plan, as well as information about our previous process. Tom discussed how the trustees did previous plans, and noted it is important not to “sit pat,” meaning don't just assume if everything is going well that you don't need to change anything or plan.
- b) Trustee Vacancy – Lori noted that the filing period for the Trustee vacancy is coming up on January 25 and asked the trustees to think if there was any individual that should be approached to run for the position. Lori will be advertising in the February newsletter (going out on 1/30) as well.

Public Comment: There was no public comment.

Meeting was adjourned at 5:47 pm.

Next upcoming REGULAR Trustee Meeting: **Wednesday, 2/8/2017, at 5:15 pm in the Upstairs Meeting Room at the Library.**

Respectfully submitted,
Christine Carey
Secretary for the Trustees