

Baker Free Library Trustees' Meeting
Wednesday, February 8th, 2017
5 pm in the Library's Upstairs Meeting Room
APPROVED

Present: Tom Ives, Benette Pizzimenti, Dave Withers, Christine Carey, Lori Fisher.
Also present Cedric Dustin, member of the public.

Call to Order: 5:00 pm by Christine Carey.

Minutes: The minutes from the January 11th, January 19th, and January 23rd 2017 Trustees' meetings were reviewed. Dave made a motion to accept all of the minutes, Benette seconded, and the minutes were approved.

Treasurer's Report:

- a) January 2017 General Account Reports – Dave reviewed the general account reports. Chris made a motion to accept the account reports, Benette seconded, and the reports were accepted.
- b) January 2017 RSA & Special Expenditures Reports – Dave reviewed the reports. He noted that there was a receipt and disbursement of \$69,473.81 for payment of HL Turner and Cobb Hill invoices from the BFL Foundation. Also the RSA receipts were higher than usual because they included the December receipts and gifts from the holiday giving tree. Chris moved to accept the RSA and special expenditures reports, Benette seconded, and the reports were accepted.
- c) Cobb Hill Invoice – Tom told the group that there is an invoice from Cobb Hill in the amount of \$101,876.40 that needs to be paid, but we have to split the payment between two sources as we don't have enough in one to cover the whole. Chris moved to request \$80,000 from the BFL Foundation (which currently has \$93,449 in it) and \$21,876.40 from the Capital Reserve (which has \$25,190 in it) to cover the total amount of \$101,876.40. Dave seconded, and the motion was approved. Lori will request the funds from the Foundation, who will then have to meet, and then the trustees will need to meet again to accept the funds, hopefully on Feb. 23.
- d) W&E Baum Invoice – Lori noted the most recent order for leaves was sent out and paid out of the special expenditures fund. She asked the trustees to let her apply to the Foundation for reimbursement. Tom made a motion to request \$101.80 from the Foundation for payment of the W&E Baum invoice. Chris seconded, and the motion was approved.

Director's Report:

- a) January 2017 Stats – Lori summarized the stats for the library for January. As expected, the numbers are down slightly, but especially the CD music. The library plans to stop purchasing CD music, and is planning to go to a downloadable service by May if financially feasible.
- b) Department Heads Meeting – There was no Department Heads meeting this month to report on.

- c) Lower Level Furnishing Update – Lori and Betsy are planning to go to W&E Baum’s furniture sale to look for usable furnishings for the lower level.
- d) Candidates for the Library Trustee Position – Lori noted that Mar Van De Water has put in for the trustee position, as well as for a position on the Budget Committee.
- e) Letter to Cobb Hill – Lori and Tom have drafted a letter to go to Jerry Kingwell of Cob Hill to let him know of the trustees’ appreciation for the hard work of the project manager, Chuck Lowth, and project supervisor, Todd Kelly. Cedric Dustin, member of the public, noted a grammatical error that Lori will fix. The trustees reviewed the letter and agreed that it should be sent.

Old Business:

- a) 2017/2018 Budget Process – Tom noted that we were all at the last budget meeting and so are up to date. We do not yet have a written agreement that the town will perform our payroll for free, but they have cut out the payroll expenses from our budget already. If we don’t get the agreement from the town, we may have to bring it to the town meeting to add the cost back in to our budget.
- b) Review Phase II Renovation Costs – Lori and Tom were just informed that there may be some issues with the Cobb Hill numbers – they may have made some formulaic errors, and so we may now owe more money than we thought. This is an issue as we were banking on the extra left over for furnishings, etc., but we are now not sure if we have enough to cover all the Cobb Hill costs. Lori and Tom have not had time to look at all the numbers, so will review them and bring them to the next trustee meeting.
- c) Lower Level Walk through – The walk through will be postponed because we are trying to dehumidify the floor – if the floor maintains a certain level of humidity it invalidates the warrantee on the flooring that is being installed, so if it is not dry enough, the floor where we are putting flooring will need to be sealed at the cost of \$4300.

New Business:

- a) Review Arcomm Quote for Projector and Sound System – Lori reminded the group about the camera/video system downstairs, and that the existing cameras were lowered to accommodate the new ceiling, and three new cameras were installed, with a cost of approximately \$2800. She is awaiting the invoice. Lori told the trustees that the quote for the ceiling installed projector for the MCSB meeting room with an ADA compliant sound system would be \$4850, and the communication network for that system through either Arcomm or Triplet would be about \$1120, for a total cost of approximately \$5970. If we want it installed before March 1st, we have to agree to the costs now. Chris was concerned that the trustees are not even sure if we have the monies to pay our current obligations, and so was hesitant to commit to further costs until things were more clear. The group generally agreed to wait until our February 23rd meeting when we will have all the information, as we should still be able to get the projector installed in time for the end of March wine tasting event by the Bow Booster Club.

- b) Lori noted we also need new blinds for about \$1067, and that there is a small roof leak. Tom reached out to Manchester Roof to look at the leak.

There is **no public comment**.

Meeting Adjourned: 5:45 pm

The next regularly scheduled meeting of the Trustees is Wednesday, March 8th, at 5:15pm in the Library's Upstairs Meeting Room.

Respectfully submitted,
Christine Carey
Secretary