

Baker Free Library Trustees' Meeting
Wednesday, March 8th, 2017
5:15 pm in the Library's Upstairs Meeting Room
APPROVED

Present: Tom Ives, Benette Pizzimenti, Christine Carey, Peirce Hunter, Lori Fisher.

Call to Order: 5:20 pm by Tom Ives.

Minutes: The minutes from the January 11th, February 8th, and February 23rd public hearings and the February 8th and 23rd trustee meetings were reviewed. Benette moved to accept all of the minutes, Tom seconded, and the minutes were approved.

Treasurer's Report:

- a) February 2017 General Account Reports – Lori reviewed the reports as Dave was not able to be present. We are where we are supposed to be for this time of year. There was a slight increase in the building maintenance line because of the new floor, and we have maxed out our DVD money as we did not reimburse our DVD budget from the RSA intake of DVD fines, anticipating some expenses for the lower level. Chris made a motion to accept the account reports, Peirce seconded, and the reports were accepted.
- b) February 2017 RSA & Special Expenditures Reports – Lori reviewed the reports. She noted the intake and expenditure of approximately \$180,000 was the payment of some Cobb Hill invoices and the Foundation reimbursement for those invoices. We also had about \$500 in fines come in. There was a donation of \$100 from Jeff Knight to the library, which the trustees must vote to accept. Tom made a motion to accept the donation from Jeff Knight, Peirce seconded, and the donation was accepted. Chris moved to accept the RSA and special expenditures reports, Tom seconded, and the reports were accepted.
- c) Review HL Turner Invoices – Lori noted that we still have an invoice from HL Turner in the amount of \$2570 that we have not paid while awaiting news on the outcome of discussions concerning the costs (\$5083) for moving a wall that was mis-drafted. Verbally Lori has heard that we owe nothing for that mistake, and that it is being worked out between Cobb Hill and HL Turner. Tom will confirm this before we pay the HL Turner bill.
- d) Review/approve last Cobb Hill Invoice for LLR Phase II – The preliminary final Cobb Hill invoice is a total of \$47,074.38 (which does not include the finishing details upcoming such as some caulking, shut-off valves, retainage, etc.). Lori told us that this amount comes after Cobb Hill did an audit of the whole project and that brought down our cost by about \$12,000. Lori suggested that we request \$3,313.68 from the Lower Level Capital Reserve Fund, \$15,000 from the BFL Foundation, and \$28,760.70 from the Interfund Transfer Account. Chris made a motion to pay Cobb Hill's invoice of \$47,074.38 by withdrawing from the three accounts in the amounts as suggested above by Lori, Peirce seconded, and the motion was approved. Lori will be in contact with the Foundation and then we

will schedule a public meeting to receive their funds. The next bill containing the incidentals from Cobb Hill will be paid out of the Intertransfer Fund Account and the Special Expenditures/RSA accounts.

Director's Report:

- a) February 2017 Stats – Lori summarized the stats for the library for February. As expected, the February stats were down due to several snow days and thus program cancellations. She noted that we have had an increase in patrons registering (over 5000 in total). The library staff is still researching the possibility of downloadable audio/visual to replace our dragging AV circulation. Lori also noted that she is working on a format for tracking meeting space usage that we will include in our monthly reports and also report to the town.
- b) Department Heads Meeting – Lori reported that the selectmen put together a set of goals for the town which were distributed and which Lori will review and respond to. She also told the group that the Safety Building is coming along and scheduled to open in May. Some residents near the building are concerned about the size of the retention pond and are asking the town to consider some fencing to prevent children getting into it. Also, there is a brick fundraiser which the library trustees may want to participate in.
- c) Heating system Issues – Lori noted that heating has been a problem, and that on cold days the temp has not gone above 64 degrees, despite repeated purging and water replacement into the system by Bow Plumbing and Heating. Unfortunately this is as a result of the control/communication system problem, which is what one of our warrant articles is for at the upcoming town meeting. Lori will present this data at the town meeting in support of the article.
- d) Payroll – The selectmen have agreed to take on our payroll for this year. Lori will confirm that this will go on for future years as well – otherwise we have to budget accordingly if we need to outsource again. We will convert over after town meeting.
- e) Lower Level Furnishing Update – Once we have confirmed the final Cobb Hill bills Lori will order more furniture. She would like to finish off the Bow Rotary area first. There was a TV donation that she anticipates using for a digital sign in the future.

Old Business:

- a) 2017 Town Meeting Overview – Lori noted that we must present our own warrant articles, so Lori and Tom will come up with the narrative. There will also be a thank you to the town for supporting us, some pictures, and the announcement of the opening of the lower level, etc.

New Business:

- a) Friends Update – Chris reported that the Friends have an upcoming meeting and wanted to know what to communicate to them. She will ask the Friends about possible monies towards the lower level, when the book sale will be re-opened, and about the book and shelving drop-off and library key/lock system for the book sale room and meeting rooms.

- b) Trailer Drop-off – the stored furniture for the library will be dropped off on March 13. Tom and his crew will help unload.
- c) Discuss Meeting Room Fees – Lori noted that currently we charge \$50/hr/room for “for profit” businesses but Lori had a request from a local business to reduce the rate – do we want to have a Bow business rate that is different? Lori researched this and said other libraries generally do not charge a different rate for local businesses. She noted that meeting room policy does say that we can decide on a case by case basis if someone wants to put a direct request in to the trustees. Meanwhile, we discussed this issue, and decided to continue with the current policy of \$50/hr/room, with the addendum of if the whole lower level is reserved, the rate will be \$100/hr. Chris made a motion to change the policy as mentioned, Peirce seconded, and the motion was approved. The trustees will review this again later as the meeting room reservation data comes in.
- d) Donor Thank-you Event – Lori, Mark Leven, and Chris met to discuss the donor thank you event. There are approximately 200 people to invite. The event will be held Saturday, April 8th, from 4-6pm. Michelle Fortin will help us by being our on-site alcohol serving licensed person. We will reciprocate for their next fundraiser. Mark will get the general alcohol license. After the event, the people who participated in the fundraising will adjourn over to Chen Yang Li’s from 6-8pm.
- e) There will be an election of officers at the next Trustee meeting. This is Tom Ives last official meeting of the Library Trustees. The trustees thanked him for his selfless dedication and excellent service for the past fourteen years.

Public Comment: There is no public comment.

Meeting Adjourned: 6:25 pm

The next regularly scheduled meeting of the Trustees is Wednesday, April 12th, 2017 at 5:15pm in the Library’s Upstairs Meeting Room. Election of Officers will take place at this meeting.

Respectfully submitted,
Christine Carey
Secretary