

Baker Free Library Trustees' Meeting
Tuesday, August 8, 2017
5:15 pm at Christine Carey's home, 7 Hooksett Turnpike, Bow
DRAFT

Present: Marc Van De Water (VDW), Benette Pizzimenti (BP), Christine Carey (CC), Peirce Hunter (PH), Dave Withers (DW), Lori Fisher (LF).

Call to Order: 5:31 pm by Christine Carey.

Review/Approve Draft Minutes: The draft minutes from the June 14, 2017 Trustee meeting were reviewed. It was noted that the date was incorrect. Motion to accept minutes, with date corrected, made by CC, second by VDW. Motion passed.

Treasurer's Report:

The monthly budget report for June 2017 was presented by DW and is attached. It was discussed that the line item for "Retirement Employer" was overbudget because it was discovered that one employee did not have retirement benefits deducted for four years. The library paid \$16,384 in a lump sum to correct this error.

Motion to accept the June Budget Report was made by CC and seconded by VDW. Motion passed.

The RSA and Special Expenditures report for June 2017 was presented by DW and is attached. There were no comments or corrections. Motion to accept the report made by PH and seconded by CC. Motion passed

The monthly budget report for July 2017 was presented by DW and is attached. There were no comments or corrections.

Motion to accept the July Budget Report was made by PH and seconded by BP. Motion passed.

The RSA and Special Expenditures report for July 2017 was presented by DW and is attached. There were no comments or corrections. Motion to accept the report made by PH and seconded by VDW. Motion passed.

The Romance Writers group made a donation of \$100 to the Library. Motion to accept the donation made by CC and seconded by BP. Motion passed.

Director's Report:

LF presented the July 2017 Library Statistical Summary. She notes that the Library was busy during these months and is on par with use in prior years. The exception is computer use, which is down 25%.

Hoopla (online books, music, movies, etc) is now up and running. Hoopla use statistics will be added to the Statistical Summary in future reports.

Lori will reach out to the Bow schools to make teachers aware of the educational resources available on Hoopla.

Department Head Meeting: No meeting in July

Payroll transfer to the Town of Bow is complete. Staff are now paid weekly.

Summer Reading Program end party will be on August 23 from 5 to 7 PM. There will be ice cream and a magician.

Lori will be making a presentation to the National Library Association in March 2018 in Philadelphia.

Old Business:

Elliot Controls has completed work on the HVAC system. The invoice for \$31,575 is \$3500 under budget. Motion to pay the invoice from “The appropriation made by majority vote at the 2017 Town Meeting” was made by DW and seconded by VDW. Motion passed.

Bylaws Revisions. Motion made to accept the revisions made by VDW and seconded by CC. motion passed.

New Business:

Lori presented the Draft Budget for 2018. A 3% overall increase is anticipated, primarily due to increases in COLA and medical insurance.

The Trustees discussed the NH HVAC proposal for air conditioning refrigerant conversion.

The fascia and soffit on the old building is deteriorating and rotting and needs to be repaired. A motion was made to “Authorize the expense to repair the fascia and soffit, not to exceed \$6000. Lori is to obtain 3 estimates and may select the contractor at her discretion.” Moved by VDW and seconded by CC. Motion passed.

The chimney cap on the old building is deteriorating. It will cost \$1000 to repair. The work will be done by the Bow DPW.

A local girl scout, Emma Haddock, has asked to put a box for book donation on the Library patio. Lori will allow a trial period this fall.

Public Comment

There was no public comment today

At this time the Trustees had the 2018 to 2022 Strategic Plan brainstorming session.

Meeting Adjourned at 8:49 PM

The next regularly scheduled meeting of the Trustees is Wednesday, September 13, 2017 at 5:15 pm in the Library's Welch Meeting Room.

Respectfully submitted, Peirce Hunter.