

**Baker Free Library Monthly Trustees' Meeting
Wednesday January 9, 2019 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Christine Carey (CC), David Withers (DW), Marc Van De Water (MV), Jennifer Warburton (JW), and Lori Fisher (LF).

ABSENT: Benette Pizzimenti (BP)

1. **Call Meeting to Order:** 5:18 PM by CC

2. **Review/Approve December 12, 2018 minutes:**

The Trustees reviewed the minutes of the December 12, 2018 Trustee's meeting. Upon a motion made by DW, and seconded by JW, the minutes were unanimously approved.

3. **Treasurer's Report:**

a) December 2018 general account report:

DW then reviewed the December 2018 monthly budget report. DW noted that the budget was at or ahead of the year-to-date budget, other than building maintenance line 52021 due to the additional monies for the trim. DW noted we have additional rental monies going to building maintenance, and that the training line 52124 included LF hotel and flight, which will be reimbursed by NHLTA. Upon a Motion made by MV, and seconded by JW, the December 2018 monthly budget report was unanimously approved.

b) December 2018 RSA & Special Expenditures Reports:

DW reviewed the December 2018 RSA and Special Expenditures report, and noted there was nothing unusual in the report, noting the deposit shown as \$351.38 should be \$259.00, which Abe will correct. DW pointed out that both Donations and Passport revenues were good. Upon a Motion made by MV, and seconded by JW, the December 2018 RSA and Special Expenditures report was unanimously approved.

c) Approve Giving Tree donations and transfer of some donations to Foundation/Friends:

LF discussed the Giving Tree donations, the need to approve same, that a person who wanted to give to the Foundation/Friends wrote the check to the Library, that \$1,650 of the Giving Tree donation is in the quarterly reimbursement, and that the sums of \$2,020 needed to be transferred to the Foundation, an \$115 to the Friends. MV so moved, and JW seconded the Motion to approve and accept the Giving Tree donations, and to transfer \$2,020 to the Foundation and \$115 to the Friends. The Motion was unanimously approved.

LF explained that the Foundation had exceeded its \$10,000 goal, and had raised over \$12,000.00. LF stated that Thank You notes had been sent out.

4. **Director's Report**

a) December 2018 Stats summary:

LF then reviewed the December 2018 statistics, noting that the 2% items circulated decrease was due to the change in formats from CD music (down 27%) and audio (down 20%), and DVD's (down 22%) to Hoopla (up 250%). The statistics also show a 30% increase for Transparent Language, a 4% increase for Overdrive, a 13% increase in Computer usage, and a 22% increase in Program attendance. LF noted that the 817 figure for teen program attendance for Jan-Dec 2017 included 550 students who attended a Justice Broderick & Change Direction joint program with BHS. Adult program attendance was up from 1,863 to 3,081, and Children program attendance from 2,822 to 3,447. Total program attendance increased from 5,527 to 7,053.

LF also noted that the Polar Express event was a great success, with over 120 people, including almost 70 children. LF stated that Mr. & Mrs. Claus were wonderful, and a big hit with the participants, and that she will be booking them for next year.

b) Town Dept Head meeting update:

LF noted there were no department head meetings to discuss.

c) Promotion of Burbio/All Town Calendar app

LF stated that Burbio had launched, that it allows for a user to pick select calendars, and that Burbio was receiving good feedback. LF noted she would not have statistics until after a month of usage. Upon Motion by MV, seconded by BP, the roll over requests were unanimously approved.

d) Hotspot devices from SAU 67 update:

LF noted that due to a death the meeting concerning Hotspot devices had to be rescheduled.

e) Reminder—LF @ ALA Seattle 1/24 – 2/1

LF reminder the Trustees she would be working a ½ day on 1-24-19 before traveling to Seattle from 1-24 to 2-1-19.

5. **Old Business**

a) Update on BOS/Budget Committee minutes:

CC stated that the meeting was only yesterday, and no minutes had yet been posted.

CC noted that the BOS were attempting to cut funding for an additional officer. The funding was reinstated after the Chief explained the cost for the officer vs overtime for coverage absent an officer.

CC explained the BOS and School Board met and discussed the Eversource, moving voting back to the Community Center once the bathrooms are handicap accessible, the Bow Elementary School warrant article for an addition/renovation, and the solar panels issue.

CC stated there were no CIP or SB meetings or minutes to discuss.

b) Update on 2019/20 Budget Review:

LF stated she has given the Budget Committee date availability, but had not yet heard back, but that she had spoken with Geoff Ruggles who promised to raise the issue at the 1-9-19 meeting.

CC said she will follow up. LF will advise once she hears back, and is trying to meet on the 23rd before she leaves on the 24th.

DW will take monitoring SAU, BOS, BC, School Board and CIP minutes for February 2019.

CC suggested putting the Staff luncheon on the Trustee's annual Calendar. LF will see about setting a date for October 2019.

LF stated 2-20 @6:30 PM will be Candidate's night, and that she will do a Candidate's info letter and sheet.

c) Logo subcommittee report:

The logo subcommittee met for approximately a 1/2 hour on January 2, 2019. LF will reach out to 8 or so graphic designers to see if they do: 1) Overall branding work; or, 2) if they do not, the cost to just redo the logo. LF hopes to have quotes in February, or worst-case scenario, in March.

d) Old Library roof subcommittee report:

MV to draft letter. CC commented that the letter would have to go through the Town or its counsel. LF stated she has not heard back from the Town's attorney. If no reply, LF will reach out to Town Manager Dave Stack, and coordinate a meeting with MV.

e) Follow-up: Trustee Packet Development & Advocacy:

CC handouts were reviewed and discussed.

f) Update—2018 Foundation endowment campaign results

As note above, the Foundation exceeded its \$10,000 goal, raising over \$12,000.00!

CC emailed the Foundation and received a list of business names as potential donors. LF will outline a pitch after connecting with Juliana. CC will divide the list and email to allow Trustees to select whom they wish to contact. LF will finalize and email daft pitch next week.

g) Update on inquiry to Town attorneys re: alcohol & meeting room agreement:

As discussed above, if the Town attorneys do not respond, LF will reach out to Dave Stack.

6. New Business

a) MOU with Bow Heritage Commission—update:

LF explained the Memorandum of Understanding between the Baker Free Library and the Bow Heritage Commission ("MOU") was approved by the Town attorneys. The Trustees reviewed the MOU and Moved, upon Motion by MV, seconded by DW, for the following changes to the MOU:

1. In the heading, fix the "1112/2016" date.
2. In the last line of Paragraph 1, insert "written" between "days" and "notice".
3. In the "Library agrees" section, #1: Change the numbing from "I" to "1"; Fix the word "ruld" to "and"; and in Section 3, fix the date "5113/2015" to "5/13/2015".

The Motion passed unanimously.

b) Review Group Study/Tutoring policy:

CC noted that #5 on the Group Study still had a sign in requirement, and should be deleted. LF will fix, renumber, and email out revision. With that change to be made, MV moved to approve the Group Study and Tutoring policy, which DW seconded. All voted in favor.

The Trustees next reviewed the Parental Permission form for Group Tutoring. MV made a Motion, seconded by JW, to approve the Parental Permission Form for Group Tutoring, provided LF inserts the new approval date in the last line. All of the Trustees voted in favor of the Motion.

c) Review sick/vacation/holiday policies:

LF stated that she believed they were no changes need to the Sick Leave, Vacation, or Holiday policies, other than fixing a typo in the first bullet point under "Policy Criteria" from "papyroll" to "payroll".

CC discussed adding a new bullet point about the right to request proof of illness.

JW offered some suggested language that the "Library Director reserves the right to request verification for any paid sick day".

LF discussed how such a policy would be implemented, and the Trustees discussed concerns about approval, notification, and potential for abuse of such a policy. DW recommended the Trustees hold off until next month to consider such a Sick Leave policy. LF stated she would put it on next month's agenda. LF will also reach out and see if other Libraries or departments have similar language.

LF suggested tabling the Sick Leave policy and approving the Vacation and Holiday policies. DW so moved, and MV seconded the Motion. All Trustees voted in favor of the Motion.

d) Review/approve 2018 Director's Town Report

With regard to the Director's report, JW suggested renumbering for impact. JW also suggested changing the sentence about the youth services librarian "made her the best candidate" and adding the word "Circulating" in front of "Collections" under "2018 Year-End Statistics". MV moved to approve the Library Director's report with the JW suggested changes, which was seconded by JW, and carried unanimously.

e) Review/approve 2018 Trustee Town Report:

LF explained there is an RSA that covers what needs to be in the Annual Report. LF discussed the changes to comply with the RSA.

LF reviewed the Special Expenditures page to be attached to the Trustee Town Report. DW felt there should be more detail on the \$29,649.59 in expenditures. LF expressed her concern about adding too much length given the word limitation. LF stated she would add info about small donations and the Giving Tree donations. DW expressed concern about the expenditures side, but was satisfied with LF's explanation, and her explanation that the numbers had been vetted and approved by the auditor.

JW suggested adding that "All expenditures are public information and available upon request." CC suggested explaining the budget further, and that we have these two accounts that have to be reported. LF provided some suggested wording. LF also suggested noting that an unexpected retirement made funds available to pay for roof repairs.

DW raised concerns about explaining why we need money in special accounts, and JW suggested explaining how these included things that cannot be allocated for in the general budget. DW suggested using the word “unplanned”.

LF also expressed concern about funding the emergency fund. LF had planned to use part of the fund for the Lower Level furniture, but it was used for roof.

LF will update the Special Expenditures section. MV will draft the Town Report, LF will circulate the Report and updated Special Expenditures addendum, and the Trustees will have a meeting with a quorum next week to review and approve.

7. **Public Comment**

There was no public comment.

8. **Non-Public Session:**

N/A

9. **Adjourn**

The meeting was adjourned at 6:56 PM.

Submitted by,

Marc L. Van De Water