

BAKER FREE LIBRARY TRUSTEE'S MEETING
Wednesday, November 9, 2016 at 5:00pm
in the Library's Upstairs Meeting Room
APPROVED

Present: Tom Ives, Dave Withers, Benette Pizzimenti, Christine Carey, Peirce Hunter, Lori Fisher. Betsy Mahoney was present at the beginning for her presentation.

Call to Order: 5:05pm by Tom Ives.

Presentation: Betsy Mahoney presented to the Trustees the work she had done for her Primex Emerging Leaders program. This program was for leadership training, and included a lot of self-assessment of personal strengths and weaknesses, teaching skills in conflict management, and working on consensus building. Betsy developed a presentation that included her interest and ability in marketing and the library's needs for more marketing. The title was "Marketing, Merchandising, and the Modern Library." As a result of her project, the library has adopted several marketing measures, including creating a community hub with the TV display in the lobby, new professional signage, expanding outreach in the community, moving newspapers to make them more accessible, and creating a face-out book display in the kids area. Betsy continues to use what she has learned by reaching out to other libraries to talk about their "merchandising" methods, and the library is looking into expanding the face out book displays and possibly arranging the children's books by subject (Dewey Light) to make the area more user friendly. The trustees greatly appreciate Betsy's efforts and support the ideas and plans she is continuing to implement.

Minutes: The minutes for the October 12, 2016 Trustee meeting were reviewed, but at the time of the review there was not a quorum from the October meeting currently present to vote on the minutes, so the approval was tabled until the next meeting.

Treasurer's report:

- a) October 2016 General Accounts Reports - Dave reviewed the report. We are one third through the year, and are approximately 33% through the budget, although he noted that the maintenance line item is higher than expected. Lori explained that that is due to blocked toilets, which have had to be dealt with four times since July. She will monitor the situation to see if budgetary money needs to be moved to help cover this if the amount continues to be high. Tom motioned to accept the report, Chris seconded, and the October 2016 general accounts report was accepted.
- b) October 2016 RSA and Special Expenditures Reports - Dave noted that there was nothing out of the ordinary, with normal disbursements and no donations to accept. Chris made a motion to accept the report, Tom seconded, and the October 2016 RSA and special expenditures reports were accepted.
- c) Approve Expenditure for Heat Controls Temporary Fix Invoice - Lori asked the trustees to confirm their approval to pay an Elliott Controls invoice of \$5,200 out of our intertransfer fund which has in it approximately \$56,290. The invoice is for

furnishing and installing a logic control system for the hot water system in the library. Dave made a motion to pay the invoice to Elliott Controls, Inc. out of the intertransfer fund in the amount of \$5,200. Peirce seconded, and the motion was approved.

Director's Report:

- a) 2016 Stats through October - Peirce noted that CD music was continuing to trend down in the statistics. Lori explained that because the public now mostly downloads their music, the CD circulation is down, and currently downloadable music programs for libraries are prohibitively expensive. Also of note, young adult fiction circulation is up, which Lori noted is attributed to increased high school outreach and new families in Bow. Also, many adults are reading the young adult fiction.
- b) Department Head Meeting Update - Lori attended the meeting today. The Select Board are in the review process for the budget, and the Budget Committee will start meeting in January. Lori is in contact with the head of the Budget Committee to make sure he is up to date on what is going on at the library. Also, Sargeant Lougee is being sworn in on 11/14 as the new police chief. Finally, the town meeting has been set for Wednesday, March 15 at 7pm at the high school.
- c) Grant Submittal - Lori told the group that she and Betsy have submitted for a grant called "Small Libraries Create Small Spaces," which is a grant for \$5000. Our proposal is about improving our "merchandising" by improving our entry area, including kiosk-like face-out shelving. We should know by the end of November if we got the grant.
- d) Update on Personnel Polcies/procedures Plan - Lori reported that she has gone through all personnel files and organized them as appropriate, taking out w-4's, etc. She has shredded old expired job applications for non-hires. She is in the process of creating a standard application for hiring, employee handbooks, etc.
- e) CPR Training - CPR training for key staff is set for December 7.

Old Business:

- a) Update on Phase II - Tom reported we are having a rocky start, but Cobb Hill is planning on definitely starting this Friday. We had an exploratory pit dug and found some drainage, but we are still working on details about snow loads, coverage of the area, etc. We were struggling with getting subcontractors lined up, but that seems to be settled. Our list of costs so far have been within our expectations, and we are up with all the town codes so far. Lori described some issues with an internal door and a deadbolt and preventing library traffic from going downstairs during construction. We have a list of things to add on to the project if more money comes in. Construction meetings are every Monday at 11:30am at the library.
- b) Update on Budget Presentation to the Board of Selectman 11/7 - Lori noted all the trustees were at the budget presentation, so no specific updates needed (Board of Selectman minutes are available on the town website). Lori will get the information about the library's minimal revenue stream to Selectman Nicolopoulos, which includes money from fines, out-of-town card fees, photo copy and coffee money. This money all goes in to our RSA account which must in turn be spent per our regulations on similar items, such as copier rental fees, etc. Therefor the money does not go into our overall budget.

- c) Library Director New Evaluation Review - Lori showed the updated library directors evaluation form that the trustees would use. Benette questioned how the trustees know how to evaluate the director in certain areas that we don't know about/have access to. Lori explained that in the past, two trustees would meet and write up the evaluation, discuss it with the other trustees, and then meet with the director. Any questions can be discussed during that process. Dave suggested that Lori use the same form for self-evaluation. The evaluation will happen after construction of the lower level is complete. Chris motioned to accept the form, Peirce seconded, and the form was accepted.
- d) Discuss policies/pricing for New Renovated Space - Lori would like to put together a pricing list for various meeting areas/functions, but because this is tied into the phase II renovation update, she noted that we can't yet make decisions about the policies and pricing until we have a better understanding of what is happening construction-wise. This Lori is uncomfortable committing to Bow Booster's request to commit the large space downstairs until we are confident it will be completed by March. They would like a decision by December. The trustees discussed and asked Lori to have them put together a proposal of what they need in detail, to see if we can accomodate them using the upstairs library space if the downstairs is not yet finished.

New Business:

- a) Discuss CIP Committee Recommendation and Vote - As per the CIP committee's recommendation, Lori asked the trustees to reconsider our original request of replenishing the emergency fund for the library to \$35,000, and instead aim for a total amount of \$25,000, to be filled in two parts. This means the library's warrant article regarding the emergency fund will be for \$10,000 this year, and that next year we anticipate asking for an additional \$9,000 (we have about \$6000 currently in there). Dave then made a motion to amend the library warrant article for the emergency fund to ask for \$10,000 for the fiscal year 2017-2018. Benette seconded, and the change was approved.
- b) Town Ordinance/Right to Know - Lori presented the trustees with the issue of what to do when a Right to Know request comes in - she brought in the selectmans' policy which she suggested we adopt. The trustees reviewed the selectmans' policy, Tom moved to adopt the policy of the town, Chris seconded, and the Right to Know policy the Town of Bow Selectman adopted on 4/26/16 was also adopted by the Baker Free Library Board of Trustees.

Public Comment: There was no public comment.

Meeting was adjourned at 6:15 pm.

Next upcoming REGULAR Trustee Meeting: **Wednesday, 12/14/2016, at 5:15 pm in the Upstairs Meeting Room at the Library.**

Respectfully submitted,
Christine Carey
Secretary for the Trustees