

**Baker Free Library Monthly Trustees' Meeting**  
**Wednesday, December 14<sup>th</sup>, 2016**  
**At 5:15 pm in the Library's Upstairs Meeting Room**  
**APPROVED**

**Present:** Tom Ives, Dave Withers, Benette Pizzimenti, Christine Carey, Lori Fisher, Peirce Hunter. Michelle Fortin from the Bow Booster Club was present from 6-6:20 pm.

**Call to Order:** 5:22 pm by Tom Ives.

**Review/Approve Minutes:** The November 9, 2016 draft trustee meeting minutes were reviewed. Benette motioned to approve them, Dave seconded, and the minutes were approved. Dave made a motion to approve the draft minutes from the October 12<sup>th</sup>, 2016 trustee meeting, which could not be approved at the last meeting due to lack of quorum. Benette seconded, and the minutes were approved.

**Treasurer's Report:**

- a) November 2016 General Account Reports – Dave reported that we are on schedule in terms of our expenditures. Tom motioned to approve the November 2016 general accounts report, Chris seconded, and the reports were approved.
- b) November 2016 RSA and Special Expenditures Reports – Dave and Lori reported that the unusually large receipt in the special expenditures account of \$1111.25 included the “garage sale” money, October coffee receipts, and a donation that was given to the library account in error, and which was then disbursed from the account to the Foundation, in the amount of \$100. The RSA receipts and disbursements were the usual income from overdue fines and disbursement for the copier. Tom moved to approve the November 2016 RSA and special expenditure reports, Chris seconded, and the reports were approved.

**Review Meeting Room Policy Draft Update:** Lori presented the updated meeting room policy draft, which is in part based on the current town's policy. After review and discussion, the group agreed on the update with the following changes – a section will include notification of the video monitoring in place in the lower level. Lori will make the changes and implement the plan. She will send a copy to the town attorney for his perusal. Chris made a motion to accept the new meeting room policy with the suggested amendments, Dave seconded, and the policy was approved. Lori will be making a check list derived from the policy for easy use.

**Bow Booster Club Presentation:** At 6 pm Michelle Fortin from the Bow Booster Club came to ask the trustees to allow her group to host a wine tasting in the lower level in March 2017. She explained it would be their 3<sup>rd</sup> annual wine tasting fundraiser. The wine and beer vendors would be presenting their products. There will be plenty of food, a chocolate booth, and an olive oil vendor. They would like to use the library as they have previously used the town hall, but that limits their ticket sales to 80, and they have sold out every year. The library will be able to hold a maximum of 200 downstairs, so they would be able to increase their ticket sales, hopefully to 100. They would like to set

up either the night before or the afternoon of the event. They will have a police officer present, they have a rider on their insurance for coverage (Michelle will inform Lori of the amount of coverage), and they have an alcohol license for the event. Chris made a motion to allow the Bow Booster Club to have their wine tasting event in the lower level of the library on March 23<sup>rd</sup>, from 5:30-8 pm. Dave seconded, and the motion was approved.

**Director's Report:**

- a) 2016 Stats through November – Lori noted that the 2016 circulation is down 4% as expected and is consistent with libraries across the board. CD circulation in particular is down, leading to decreased CD purchasing by the library. Program attendance has increased by 5%, in part because of an influx of people moving to Bow.
- b) Department Head Meeting Update – Lori reported that the Board of Selectmen wants to keep the budget “tax neutral” and as a result all town departments have taken cuts, mostly in the area of capital improvements. The library has been preserved as its budget is separate from the town’s, but we will have to meet with the Budget Committee some time in January. Our budget is set to increase by about 4% due to our increase in physical capacity. Lori noted that in the Select Board minutes one selectman suggested that rather than setting up a capital reserve for the library and funding it in parts over two years, that there should be a one time contingency fund. No motion was made. In terms of the public safety building, Lori noted that it continues forward, but the anticipated finish date has moved from March to May. Lori informed the trustees that the trustees’ annual report, usually written by the secretary, is due by January 5<sup>th</sup>. She then gave the annual report parameters and previous examples to Christine, who will write up a draft for the trustees to review. Finally, Lori noted there is a newly appointed school resource officer.
- c) Update – Small Libraries Create Small Spaces Grant – Lori reported that unfortunately we did not get the grant. Out of over 200 applicants, the grant went to Wilton and Henniker.
- d) Staff Professional Development – Lori reported Kate and Jen G. went to the Primex conference on managing difficult people, which they found very helpful. Lori and Benette went to a conference on personnel policies and the Fair Labor Standards act. They found some aspects of the conference useful, and Lori is working on the library’s personnel policies and she is scheduling personnel reviews.
- e) Credit Card Capabilities – Lori told the group that the circulation desk will have credit card capability through our Triplet tech service. Previously we only had a public wifi system, so we could not do credit cards for payment, but Triplet will add two private wifi systems for free, and we will be able to accept credit cards for payment of fines, etc., with a 2.75% fee with the payment service we will be using. This will start in January 2017. Lori noted the library will NOT be able to accept money for other organizations such as the Friends or the Foundation, as the money goes directly into the RSA account.

**Old Business:**

Review Costs/Phase II Renovation Update – Tom and Lori reviewed phase II of the lower level project. They have been meeting weekly with Cobb Hill and HL Turner, construction has started, and things were going along okay, when we were presented with a change order, which takes us above our current budget. This order includes costs associated with the second egress, including an ice melt system to ensure a clear exit during the winter for \$8013.41, costs associated with the test pit drilled to find out our foundation drain situation at \$647, changes in the size of the sewer pipe from 3” to 4” for drainage at \$3800, re-routing of sewer pipes, sprinkler pipes for the lower level at \$1161, and costs associated with the lower level window area, for a total of \$36,027.00. Our original total estimated cost for phase II was to be \$400,512.00. With some saving measures, some changes in requirements for our second egress, and our contingency fee included, our contract came to 408,135.89. With the change order and the architect fees related to that, the total cost of phase II is now \$442,382.71. Our revenues, including cash on hand, outstanding pledges, our capital reserve fund, and our inter fund transfer amount equals \$430,818.06, leaving us \$11,564.13 short. There is discussion among the group about how to deal with this – one idea is to approach the architect about reducing or waiving the fee as these changes were made after the final draft was done, or approaching Cobb Hill about a payment plan. The group also agreed that we should continue to fund raise and Lori encouraged the trustees to meet with the Lower Level committee again to pursue this, as even if we get all this covered, we still have to get furniture, etc. Regardless, Tom motioned to approve the payment of the first HL Turner invoice presented to us in the amount of \$9803.11 out of the Foundation account. Chris seconded and the motion was approved. Chris then made a motion to pay the Cobb Hill invoice in the amount of \$59,670.70 out of the Foundation account, Dave seconded, and the motion was approved. Lori, Tom, and possibly Dave will meet with the architect and contractor this week to see if there are any other adjustments to be made.

**New Business:**

Review 2016 Survey Results – Lori presented the results from the most recent town survey. The group noted that there were a lot of requests regarding increasing technology at the library, and that the hours seemed in general to accommodate the needs of the community. There was a lot of positive feed back about the staff. Lori and the staff are reviewing the results and the trustees will review their thoughts at the next meeting to help formulate the library’s 2017 strategic plan.

**Public Comment:** There was no public comment.

**The meeting was adjourned** at 7:07 pm.

The next meeting will be held **Wednesday, January 13<sup>th</sup>, 2017, at 5:15 pm** in the Upstairs Meeting Room at the library.

Respectfully submitted,  
Christine Carey

