

**Baker Free Library Trustee's Meeting
Wednesday, June 8th, 2016 at 5:00 pm
in the Library's Welch Meeting Room
APPROVED**

Present: Tom Ives, David Withers, Christine Carey, Benette Pizzimenti, Peirce Hunter

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

Review of Minutes: The draft minutes from the May 11th, 2016 trustee meeting were reviewed. Dave motioned to accept the minutes, Benette seconded, and the minutes were approved.

Treasurer's Report:

- a) May 2016 General Account - Dave reviewed the general account report. He noted that as our fiscal year ends July 1, we should have spent 91-92% of our budget by now, but we are at 86.65%. This means we have approximately \$60,000 left in the budget, and we have been spending approximately \$40,000 per month, leaving possibly \$15,000-\$20,000 in excess at the end of June, barring any unforeseen expenses or unpaid bills. Tom wondered if we should/could spend down. He will reach out to Betsy Mahoney, the staff member covering the library director's role, to discuss this. Tom then motioned to accept the general account report, Chris seconded, and the report was accepted.
- b) May 2016 RSA & Special Expenditures Reports - Dave reviewed the special expenditures, with the main activity being two different checks from the Foundation to reimburse the library for expenses related to the donor tree and postage. There were \$856 in fines received. Tom motioned to accept the report, Benette seconded, and the report was accepted.

Director's Report: Lori, the Library Director, was unable to attend due to a medical leave. The staff member, Betsy Mahoney, reported via email that there were no concerns from the staff for the trustees to discuss.

Old Business:

- a) Staff Letter to the Trustees - *At 5:16 pm the Trustee meeting went into Non-public session, pursuant to RSA 91-A:3, II(c). At 5:30 pm the public session reconvened.*
- b) CIP Request for 2017-2018 - Chris and Peirce submitted a request of a CIP to the town for updating the electronics/controls for the library heating system in the amount of \$35,000, which included the estimated price of \$32,000 and a 10% margin for increased cost, given the estimate is only good for 2016. We are now waiting for the next step from the town.
- c) Director Job Description - The group discussed the director job description - we all will review the one Lori distributed to us previously that was written in 2008. We hope to see if we can have a finalized description by our September meeting so Lori can have her overdue performance evaluation in the fall. Tom will look to see if there is a general director job description on the NH Library website.

New Business:

Volunteer BBQ - The Town of Bow is holding a Thank You BBQ on June 29th for the volunteers of Bow, which includes the Trustees. Several of the trustees hope to attend.

Foundation Report: Dave reported to the group that the Foundation is struggling to get another meeting scheduled, and there are several members who are intending to finish their terms this summer. Donations are still coming in for the Lower Level.

Public Comment: There is no public comment.

The meeting is **adjourned** at 6:00 pm by Tom Ives.

The next meeting will be held on Wednesday, August 10th, 2016, at 5pm in the Library's Welch Meeting Room.

Respectfully submitted,
Christine Carey
Secretary