

**Baker Free Library Trustee's Meeting
Wednesday, July 13th, 2016 at 11:00 am
in the Library's Upstairs Meeting Room
APPROVED**

Present: Tom Ives, David Withers, Christine Carey, Benette Pizzimenti, Lori Fisher

Call to Order: 11:00 am by Tom Ives.

New Payroll Provider: Lori has arranged for a new payroll provider, Trivantus. This is the same provider that the Hooksett Public Library uses, and they have been happy with the service. We have budgeted \$3000 for the year, and Trivantus quoted us an annual amount of just over \$2000. Lori also noted that we have the option of using electronic signatures, meaning the checks would be delivered with the electronic signatures already on them and ready to distribute, rather than the current system of having 2 trustees come in and sign each check. The trustee treasurer would also have online access to be able to cross check the payroll checks on the computer. Dave asked what the security at the bank is for the electronic signatures. Lori will find out and share with the trustees. Meanwhile, the checks will continue to be manually signed. Tom made a motion to accept Trivantus as the new payroll provider, Dave seconded, and the motion was approved.

Roof Evaluation Update: Tom and Lori have noted that the roof shingles are curling and look to be in bad shape, especially over the new section of the library. The shingles are approximately 16 years old, and so should not be so damaged. Lori had people from Cobb Hill and HL Turner take a look, and they agreed that the shingles should be replaced, and they also noted that the ventilation of the roof was inadequate - there is good intake, but inadequate exhaust.

During the meeting Ross from Cobb Hill and Jason from Jasmor Roofing came in to discuss their findings after looking more thoroughly at the roof. They agreed that the tiles definitely need to be replaced over the newer section of the library, and that the ventilation should be fixed. Jason from the roofing company noted that this particular type of roof shingle has a history of failing. Lori asked if there was any recourse for the library due to the shingles' untimely failure, and Jason noted that we may be able to take action, but the recompense would probably not be worth the money it would take to seek recourse. Jason also noted that it would be beneficial for the library to replace the whole roof at once in terms of total cost and side benefits including guarantees for the tiles as the other sides of the roof are also beginning to fail. Ross from Cobb Hill will give us an estimate - it will depend on the cost as to whether the library can do the whole roof or only part. We have approximately \$35,000 in our emergency fund which we can use at our discretion as the trustees are agents to expend.

Phase 2 Renovation:

a) Intertransfer funds - Lori noted that the walkout that is required for a building update and the second part of the renovation is not included in the total cost of the

renovation, and that perhaps the monies from the intertransfer fund could be used towards this walkout/secondary exit. No vote was taken at this time.

- b) Cobb Hill Project Approval - Cobb Hill needs approval to move ahead this fall. If Cobb Hill and HL Turner get the go ahead, they will draw up final plans, get the required approvals, and aim for starting on or shortly after October 1st. Tom made a motion to have Cobb Hill and HL Turner start the process of completing the lower level project with construction beginning on or after October 1st. Benette seconded, and the motion was passed.
- c) Fundraising - We still need \$38,000 towards the total \$600,000. Money has been coming in steadily but slowly. The trustees will meet with the Foundation and the Lower Level to work towards finishing our goals. The trustees will also meet with Cobb Hill and HL Turner to see what we can weed out if the last bit of money is not raised. Lori noted that we had separated out the window excavation from the cost of the project previously, so we need to find someone to do an in-kind donation or underwrite that specific portion of the project.

Old Business: Benette asked Lori about the library director's job description which she is in the process of finalizing. Christine, Benette, and Lori will meet about it prior to the trustees' fall meeting so evaluations can happen.

Public Comment: There is no public comment.

The meeting is **adjourned** at 11:35 am 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