

**Baker Free Library Trustee's Meeting
Wednesday, August 10th, 2016 at 5:00 pm
in the Library's Welch Meeting Room**

Present: Tom Ives, David Withers, Christine Carey, Lori Fisher. Bill Hickey (non-trustee) for a presentation.

Call to Order: 5:01 pm by Tom Ives.

HL Turner - Phase II Renovation: Bill Hickey from HL Turner Architects presented the final draft of the plans to be approved by the trustees before going ahead. This includes the estimated costs as follows:

\$355,399 - pared down estimate from Cobb Hill dated 1/7/2016 (includes \$43,500 for second egress required by code)

\$24,204 - Large meeting room, frame and finish

\$5,730 - serpentine half-wall with glass

\$1,685 - window bench at amphitheater

\$22,282 - amphitheater excavation, frame, and finish exterior wall

\$2,225 - sound insulation

Total estimated cost for phase II \$411,525.

Chris made a motion to accept the phase II plan with the five add-ons as listed above. Dave seconded, and the motion was passed. HL Turner will implement the plan with a construction start date of 10/1/2016. Bill Hickey left the meeting at this point.

Review of Phase II Renovation Costs & Revenue: Lori presented the revenues available to cover the costs of phase II of the renovations. With the monies from the BFL Foundation (cash on hand and pledged), the remaining funds in the Library Lower Level Capital Reserve Fund, and with paying for the second egress required by code out of the library's intertransfer fund, we have enough to cover the \$411,525. This amount does not cover several things that will still need to be done, such as landscaping and finish work around the amphitheater window, finishing the Friends book sale room, or any AV equipment or furniture. So the fundraising must continue, with certain items urgent for the fall. The Lower Level Joint Fundraising Committee will be meeting later in the evening to discuss further fundraising plans.

Minutes: The draft minutes from the June 8, 2016 trustee meeting were reviewed. Dave motioned to accept the minutes, Tom seconded, and the minutes were approved. The draft minutes from the July 13, 2016 trustee meeting were reviewed. Dave motioned to accept the minutes, Tom seconded, and the minutes were approved.

Treasurer's Report:

a) June 2016 General Account (July not available due to payroll accountant, Abe, on vacation) - Dave presented the June general account, which also covered the end of the fiscal year. We were approximately \$24,000 under budget. Lori explained that as our general/admin expenses were coming in over budget by around \$1000, she

paired down acquisitions by approximately the same amount. We then had unexpected personnel changes/loss that left us under budget. Tom moved to accept the final fiscal year account report covering June 2015-June 2016. Chris seconded, and the report was accepted.

- b) June 2016 RSA/Special Expenditures Report (July not available, as above) - Dave reviewed the RSA/Special expenditures for June. There were no unusual expenses or income. Tom moved to accept the report, Chris seconded, and the report was accepted.
- c) Review of Intertransfer Fund - Lori reviewed that we have approximately \$56,290.06 in the intertransfer fund, which includes the \$21,050 from our unspent budgeted monies from this year. The trustees have discussed previously spending \$43,500 of those monies on the second egress as required by code. Lori and the trustees reviewed the letter from the town attorney dated September 2015 that addressed the excess funds and that acknowledged the trustees had the power to spend this money at their discretion. Tom made a motion to use a proportion of this money to pay for the cost of the second egress, which would be done in phase II construction, Chris seconded, and the motion was approved. The remainder of the monies is to stay in the fund for future needs.
- d) New Payroll Provider - Lori reviewed how things were going with the new payroll provider, Trivantus. There has been a learning curve because it is a different system, but the direct deposit option has been popular, and Dave, the trustee treasurer, has opted for on-line signing of checks, which is easier. There has been some difficulty with communications between our old payroll person and Trivantus, especially because Trivantus did not realize that they needed to do retirement reporting, which is an extra charge for us. But that is working itself out. The town has also had some changes so payroll was behind, but everything is catching up.
- e) Town Audit and New Finance Director - Lori met the new finance director for the town, Geoff Ruggles. Because of the abrupt loss of the old finance director, the annual town audit which is usually done this time of year has been postponed until September.
- f) Approval of Flooring Replacement Expense - Lori reminded the trustees that we had budgeted \$6000 to replace the flooring in the upstairs meeting room and the two bathrooms. Empire has given us a quote of \$4500, and they can do the work on August 28th. They will rip up the old flooring and use a vinyl plank as a replacement, similar to what is being used in the lower level, which is very low maintenance. Chris made a motion to approve the \$4500 expense, Dave seconded, and the motion was approved.

Director's Report:

- a) 2016 Stats through July - Lori reviewed the stats from 2016. Circulation is down except downloadable books and the library programs, both of which are up. This is as expected.
- b) New Hires - Kailey Andrew, who had been working alternate Saturdays, has left the library because of her schedule, and previously we had a part-time page position open. Lori has hired David Joslin for the open page position for Wed/every other Saturday starting 8/31, and Madeline Lessard to replace Kailey for circulation

assistant for every other Saturday. Chris made a motion to approve these two hires, Dave seconded, and the motion was approved.

- c) Summer Reading Community Celebration - Lori reminded the group that the summer reading program will come to an end at the summer reading community celebration on 8/18, which will be held at the town gazebo/community building. There will be live entertainment, treats, and activities.
- d) Director Vacation - Lori reminded the trustees that she has vacation scheduled for 8/22-8/26.
- e) November 2016 Resident Survey - Lori noted that we have accomplished our goals derived from the last resident survey, and we need a new long range plan. The library intends to have a table at the November elections to kick off a resident survey we can use to make our future plans for the library. The trustees will be reviewing the draft survey in their upcoming meeting.
- f) Bow Times deadline - Lori noted that the deadline for information going to the Bow Times is earlier in the month for the September issue because of the election, so if we have new information, we need to get it to her by next Friday.
- g) Trustee Manuals - Lori distributed the 2016 New Hampshire Library Trustees Association Trustee Manual to the group.
- h) Friends of the BFL - Lori discussed that the Friends are very shorthanded right now, and that Jen, who volunteers her time on collection days, has been left alone to deal with all the donations for two Saturdays. Chris reported that Rita Morrison from the Friends has had a meeting and made a push to make sure future donation days are covered. There is a call going out for more volunteers and active members as well. Rita has also organized the wreath auction which will be taken over by the Friends and will be held November 12th.

Old Business:

- a) Update CIP - Neither Lori or any of the trustees have heard from the town about the CIP we submitted for a warrant article for fixing the library heating/a/c automation system. Because of the changes in town management we expect this is just delayed and will await further info from the town. We will consider creating a long-term facilities renovation plan after phase II is complete.
- b) Roof Replacement for 2000 Library Addition - Lori put out requests for bids from several different roofers and got quotes from three, which she presented to us. These are a bid for \$26,950 from Manchester Roofing Company, Inc., a bid for \$47,150 from Cobb Hill Construction, and a bid for \$37,000 from Mihachick Builders, Inc. We have approximately \$35,000 for emergency repairs in our emergency fund. The trustees discussed the bids and Dave made a motion to accept the bid from Manchester Roofing for a maximum of \$27,000, pending answers to questions about venting, timing, and staging that Tom will ask the roofer. Chris seconded, and the motion was approved. The hope is to get the roof done before phase II renovations start.
- c) Replenish Emergency Funds - Lori asked the trustees to vote to submit a new CIP request to the town for replenishing the library's emergency funds at the 2017 town meeting. Dave made the motion, Chris seconded, and the motion was approved.

New Business:

- a) Emptying Basement - Lori noted we need to empty the basement before the 10/1 renovation start date. Cobb Hill is looking into pod storage costs, but we need to decide what we are keeping and what we are getting rid of. Lori has set the date of September 3rd for representatives from the trustees, Friends, and Foundation to get together with some staff to go through all the stuff at once to decide. After that we will search out groups to volunteer to help us move things.
- b) Lower Level Closures During Renovation - Lori suggested we close the Welch Meeting Room and the tutoring rooms during renovation because there will be work being done in them during the lower level renovation. If someone wants to use those rooms, they can contact the library a few days before to see if they can have access, depending on construction.
- c) Christmas Holidays - Lori asked that we voted on the usual holiday closures of Saturday, 12/24 and Monday, 12/26. Dave made the motion, Tom seconded, and the motion was approved.
- d) William Dean Donations - William Dean is the brother of Bob Morgan (former principal at BMS and library donor). He has donated a taxidermied mink that was shot in Bow. Chris made a motion to accept the donation, Dave seconded, and the donation was approved. Lori will reach out to the Heritage Commission to see if the Bow mink is appropriate for the Heritage Room.
- e) Wreath Auction - Chris requested that the trustees approve the date of November 12th for the wreath auction to be held at the library, and that alcohol service be allowed. Tom made the motion, Dave seconded, and the motion was approved. Lori noted the town's insurance covers this.

Public Comment: There is no public comment.

The meeting is **adjourned** at 6:40 pm by Tom Ives.

The next meeting will be held on Wednesday, September 14th, 2016, at 5pm in the Library's Welch Meeting Room.

Respectfully submitted,
Christine Carey
Secretary