

Baker Free Library Monthly Trustees' Meeting  
Wednesday August 12, 2015

1. Call Meeting to Order: Ann Hoey called the meeting to order at 5:05 pm. Also present were Chris Carey, David Withers, Tom Ives, Director Lori Fisher, and Paris Awalt
2. H.L. Turner and Phase 2 amendments—From H. L. Turner: Bill Hickey, Doug Proctor, and from Cobb Hill: Ross Mortimer, Estimator, and Claude DuPuis, Project Manager.

There will be a site walk next Tuesday 8/18/15 at 7:10 pm by the Bow town zoning board. Discussion with Cobb Hill re the best exit angle of the northeast street stairs. Question as to whether it is possible to rotate the stair 90 degrees so they would run toward the street. It would not be possible because the footings are different elevations.

The stairs will not be enclosed, which means that the stairs must be maintained during inclement weather. Discussion re stair material options. Open grate tread would feature non-slip treads, which would be a less expensive option. Another option would be the stairs would be built out of pre-fabricated concrete blocks ("readi-rock"). Combining the readi-rock and the steel tread is also a possibility, albeit more difficult to construct. Cobb Hill will submit all three pricing options to the Library. Whichever material is chosen, a couple of the stair treads would be removable in order to access the underside of the stairs. Cobb Hill will develop a sketch. The drain under the stairs would tie into the drain system for the library.

Ross Mortimer offered a cost estimate for the egress of \$43, 489.00, which reflects the readi-rock at the sidewalls and stairs. Ross will submit a cost tracking chart to Lori before the next board meeting September 9.

There will be a phone near both of the lower level egresses, but they will share a single phone line.

Discussion of the need for a detailed mechanical and electrical design for Cobb Hill to work from during phase two. H.L can generate something as a guideline should we move toward a design build contractor.

Discussion of determining the property set-back requirements for enlarging the south facing windows (the windows outside of the proposed outside seating area.)

Library Director Lori Fisher was asked to leave the meeting at 5:30 p.m. by Trustee Chair Ann Hoey.

3. Jennifer Ericsson Presentation: Summer Reading Program and Audiobooks/Elementary Students  
For the BFL program, Jennifer drew inspiration from an incentive based library reading club based in Westport, Connecticut.

The BFL summer reading club is intended for grades K-4. The only requirement is that the child read independently. Allowing audio books (at the elementary school level) is contradictory to the basic premise. Reading is a new skill for the younger readers, and becoming proficient is based on practice.

Jennifer is concerned that solely listening to audio books (and not reading along) will insufficiently engage the reluctant elementary readers. Jennifer is comfortable with children reading along with the audio books, but not simply listening to the book. Reading is required to be part of the reading club. One can read on a tablet, or iPhone, but the participant must read along to audio books. Comic books are allowed as reading material, but only if they have book-like thickness.

Jennifer also believes that were the program to allow simply listening to audio books this opens the door for the program to allow watching a movie based on a book. This raises the question if non-reading pre-schoolers were to participate in the reading club should the program allow videos based on books?

With regard to the children who cannot read whatsoever who might wish to participate in a reading program, preschool children could engage in the year-round program *1000 Books Before Kindergarten*.

Jennifer is comfortable if fifth graders and up simply listen to audio books (and not read along) because their skills are "pretty set."

The summer reading book club program is not intended to discriminate against any child. Special accommodations have been made in the past for children who cannot read. Jennifer is unaware whether a family has asked for a special accommodation this year.

Nonpublic session was entered at 6:02 p.m. after a roll call vote, pursuant to RSA 91-A:3, II (a) to discuss Jennifer's request that the K-4 grade participants in the summer reading book club not be permitted to listen to audiobooks without reading along as part of their participation tally.

Non-public session ended at 6:23 pm.

Library Director Lori Fisher was asked to re-join the meeting at 6:25 p.m. by Trustee Tom Ives.

Discussion with Lori asking her to clarify the insurance coverage for employee/supervisor mediation in the EAP program.

4. Review and Approve July 20, 2015 draft minutes

Dave motioned, Tom seconded to accept the draft minutes as corrected. All Trustees were in favor and the motion passed.

5. Treasurer's Report

a. June and July General Accounts

The library came in \$28,000 under the annual budget, monies which will remain in the general library bank account. Lori will check with the town for how to proceed with integrating the monies for library use. Ann moved to accept the month budget reports for June and July, David seconded, all Trustees were in favor and the motion passed

b. June and July 2015 RSA and Special Expenditures Reports

In July the expenditures for Harpswell House and W&E Baum were for the Giving Tree. The line item BFL is the quarterly reimbursement for the lost and damaged fines. Chris motioned to accept June and July 2015 RSA and Special Expenditures Reports, David seconded, all Trustees were in favor and the motion passed.

c. June and July monetary donations: In June the NH Romance Writer's donated \$100 dollars. Ann moved to accept the donation, Tom seconded, all Trustees were in favor and the motion passed

6. Director's report

a. July 2015 stats:

The most recent statistics were down overall, but audio book and adult fiction usage are up. Program attendance is lower for June and July, but programs were cut back due to staffing challenges during those months.

b. Audit Week of August 3:

Roberts & Greene, PLLC came to the library and have completed their audit. The library received no negative feedback from the auditors.

c. Hiring approval: Sophia Paslaski, Kailey Andrew, Deb Barlow, and Kate Ess  
Paris motioned to approve the four hires, Tom seconded, all Trustees were in favor and the motion passed.

d. Upcoming staff professional development:

On 8/27 Kate Kenyon will attend the YA Library Services conference. 10/24-10/28 is the NE Library Association Conference. Staff will rotate attendance throughout the conference. In the spring, two staff will attend the CHILES conference.

e. Opportunity with SNHU re social media:

SNHU is looking for potential non-profit “clients” to work with to help develop a social media plan. On October 1 Lori and a staff member will present the Library, the BFL Foundation, and the Lower Level Foundation as a possible integrated client for the student project. There is no cost to the library if chosen as a participant, and no guarantee that the library will be chosen as a client.

f. Community Forum Series

The library will begin the community forum series on September 9, hosting a series of conversations and presentations of potential interest to the Bow Community.

g. Other:

Bow Public Safety Day will be on 8/22, at the Police Station

7. Old business:

a. Parking Update

Tom is waiting for the final decision as to where the path between the church and NHADA will go.

b. Library payroll/Town Finance office update

Lori has received quotes for the cost of the town of Bow or private service to take over the payroll. The town would charge \$4,700 annually, while Checkmate and ADP would cost \$3,000 and \$3,200, respectively. Discussion to budget \$3,200 for the payroll when the time comes. The current accountant Abe is willing to continue to do the payroll as long as the Affordable Care Act is not in play. Once it is a factor, January 2017 is the anticipated time frame for when the library would need to hire another entity to do the payroll. In the interim, Abe will continue to do both the accounting and the payroll through December 2016, for an annual cost of \$2,400. Once payroll is separated, the cost for Abe to continue as accountant will be \$1,200 annually.

c. BHC/Trustee MOU review and discussion—have not heard back from BHC

No update as the Bow Heritage Commission does not meet during the summer.

d. Group Tutoring policy review/discussion & Meeting Room policy revision

Town attorney Paul Fitzgerald suggested the library contact the Bow Chief of Police re the necessary policies to have in place for the use of the meeting rooms and tutoring rooms. Lori distributed a handout capturing an email trail between herself and Erin Commerford, Bow Chief of Police. After a review of the site, Chief Commerford recommends that the library install a security camera system. Preliminary research by Lori shows that the cost for installing a basic system to monitor the group rooms could be anywhere between \$1000-\$2000, which includes 5-8 cameras. Lori will get a more specific quote for security cameras for the lower level and present it at the next board meeting.

e. Other:

Toilets continue to clog and Lori has moved to order two feminine hygiene waste receptacles. Tom will pursue the invoice explanation from Cobb Hill, as per last month’s meeting notes.

8 New Business:

a. 2016/2017 draft budget review

The final budget must be approved by the next Board meeting—the budget review tonight is to determine what the final budget should contain. Ann would suggest no line item decrease for collection development. The library is waiting for projected electric expense figures from the town; a cost increase is anticipated. Tom would like Lori to add in a higher allotment for fuel as the lower level will now be included. Lori is looking into joining a co-op for fuel. Lori is trying to learn whether the town is part of a coop and is waiting for a response.

Patrons are not checking out the periodicals, so there will be a decrease in expenses for that collection. Betsey has been good at saving program fees by engaging local businesses to donate prizes for the summer reading book club.

b. Director/staff evaluation update:

The staff dislikes the IGS evaluations; Lori is looking into new staff and director evaluation forms/models. Lori requested that the Trustees review the staff position descriptions as Lori believes hers needs to be significantly altered—she is currently doing more PR and marketing. Lori anticipates that she will have the updated descriptions finished by the end of the year so the evaluations can be done in January. She is currently debating whether to have the annual evaluations centered on date of hire or to complete all at the same time.

The trustees will look at the staff draft evaluations forms at the end of October. In November the Trustees will evaluate the draft evaluation form for Lori.

There are no merit based pay raise increases at the Library, only COLA—cost of living adjustments. COLA is dependent on what the town allots in the budget. In any event, the majority of the staff will be off of the step table by next year.

c. Upcoming Trustee vacancy:

Ann moved to accept Paris' resignation with regret, David seconded the motion. All Trustees were in favor and the motion passed. Paris will remain on the events committee through the planned November event. Discussion of possible candidates to finish the remainder of Paris' term. Paris will submit a copy of her letter of resignation to the chair of the Board of Selectmen, Eric Anderson.

d. November Trustee Meeting—falls on Veterans' Day

The Trustee meeting is rescheduled to Wednesday, November 18 instead of on Veterans Day.

9. Public Comment: none

10. Adjourn:

Tom motioned to adjourn at 7:45 pm, Ann seconded, all Trustees were in favor and the motion carried. The meeting was adjourned at 7:45 pm.

The next upcoming REGULAR Trustee Meeting will be Wednesday September 09, 2015 at 5:00 pm in the Welch meeting Room.

Respectfully submitted,  
Paris Awalt, Secretary