

**Baker Free Library Trustee's Meeting**  
**Wednesday, September 14th, 2016 at 5:00 pm**  
**in the Library's Welch Meeting Room**  
**FINAL**

**Present:** Tom Ives, David Withers, Christine Carey, Lori Fisher, Peirce Hunter

**Call to Order:** 5:04 pm by Tom Ives.

**Minutes:** The minutes from the August 10th, 2016 trustee meeting were reviewed. Dave motioned to accept them, Tom seconded, and the minutes were approved.

**Treasurer's Report:**

- a) July & August 2016 General Account Reports - Dave reviewed the July and August general accounts. There were no concerns. Tom motioned to accept the accounts, Chris seconded, and the July and August general account reports were accepted.
- b) July & August 2016 RSA and Special Expenditure Reports - Dave reviewed the RSA and special expenditure accounts. There were no abnormalities. Chris moved to accept the reports, Tom seconded, and the July and August RSA and special expenditure reports were accepted.
- c) Update New Payroll Provider, Trivantus, and Sick/Vacation Day Policy - Lori reported that in general the new payroll system is working and is easier, but because of the Affordable Care Act we have to file paperwork for that as part of the town, and for Trivantus to file that paperwork for us we need to pay them a \$1000 set-up fee, which we will have to pay out of our budget. Lori does not know if we have to pay this set-up fee annually, or just once. Lori also noted that there is a discrepancy between how the library says it manages vacation/sick leave accrual, and how it actually does manage it. The library policy states employees accrue vacation and sick leave based on hours worked, meaning when on vacation or sick leave the employee is not accruing vacation time. In practice, the library employees accrue vacation/sick leave time based on their hours of employment. Trivantus, the payroll provider, will not continue the library's usual practice unless we change the wording of our policy. Dave noted that traditionally, most businesses practice as we do, so Chris made a motion to change the wording in the library's vacation/sick leave accrual policy from "number hours worked," to "number hours employed," in all pertinent areas of the document. Dave seconded the motion, and the motion was passed.
- d) Update re: Town Audit - Lori reported that our audit will occur at the end of the month. We are being audited by Roberts and Green, and have already filled out the questions they sent us, which were the same from last year.
- e) W.E. Baum Invoice - Lori noted we got in seventeen new leaves and one rock, and the invoice is \$174.50. Chris made a motion to pay the invoice out of our special expenditures account, and then send a request to the Foundation at their 9/28 meeting for reimbursement. Tom seconded, and the motion was passed.

**Director's report:**

- a) 2016 Stats through August - Lori noted that our circulation continues to decrease, as expected in most libraries. Of note, CD music circulation was significantly decreased, most likely because of web-based, on-line music availability. Our program attendance continues to rise. Computer usage is down, probably because of the prevalence of hand-held devices. The periodicals on Overdrive are not working out, so we may be looking towards contracting with digital magazines directly in the future.
- b) Department Head Meeting - Lori told the group there has not been a department head meeting recently.
- c) Renovated Space Reservations for March 2017 - Lori stated that three groups want to reserve space in the newly renovated areas, one of which is for the school booster wine tasting in March 2017, so we will have to get our policies for reservations and use in place.
- d) November 2016 Resident Survey Draft Review - Lori showed us the draft survey, which is based on the 2012 survey. We intend to hand it out and make it available to do on-line around the November election. She asked us to give her feedback by email, and she will make another draft for our October meeting. She is thinking about using an incentive for filling out the survey, like a \$50 gas card raffle donated by the Friends. The library has a half-table reserved at the voting site for distribution of the survey and other library stuff.
- e) Staff Professional Development - Lori reported Jen did a Children's NLA conference in Laconia, Amy did another NLA conference, Betsy is finishing up Primex in October and will do a presentation for the trustees, Kate and Jen Griffin are doing a session on aggressive behavior in patrons, and Lori is doing workshops on performance reviews, recruiting and hiring, managing personnel files, a webinar on volunteers and community events, and the NLA annual business meeting.
- f) CPR Training - The fire department noted to Lori that our AED pads need replacing, and that ideally there should be one staff member always present that has been trained in AED use. Currently no staff are trained. Lori will set up training, which will cost about \$40 per person and is good for 2 years. We may want to revise the current staff job descriptions to include required AED training.

**Old Business:**

- a) Update on Flooring - Lori reported we have new flooring in the small meeting room and both bathrooms, which are low maintenance, and the rooms have been repainted. The cost for all the work came in around \$5000, which was under budget.
- b) Roof Project - Tom noted that roofing will start tomorrow. The roofer will repair rather than replace the roof membrane, and she looked at the vents, but felt that probably they did not need to be replaced, but rather moved to better positions. She will also evaluate the roof on the older part of the library.
- c) Update on Basement Clean-out - Lori told us that the basement is pretty much all cleaned out - the Friends book sale is all set, and there are several furniture items that have been set out for our "yard sale." What does not sell will get tossed, and the metal shelving can go to the "metal guy." Cobb Hill gave Tom an estimate of \$3900 for packing and storage of the stuff we want to keep, so Tom and Lori managed to

work directly with the storage facility and will use volunteers to pack and load stuff. It costs \$75/month for an 8x8x20ft trailer and it is \$74/hour transport charge, so the cost should be about \$600 total.

- d) Review Phase II Costs and Revenue - Lori and Tom have been working on getting an estimate for the excavation and retaining wall at the window site. They received two estimates so far - one for \$5,040, and one for \$26,000. They reached out to the Bow town DPW superintendant (Tim Sweeney) who may be able to do it or recommend someone. He said the main issue will be drainage, and worked out that reducing the size of the excavation would help - so Lori and Tom suggested bringing the size down from 25 ft. to 12 ft, and reducing the window size from 5 ft to 3.6 ft., which could make the cost of the excavation about \$5000. Given our time constraints, Tom made a motion to go ahead with the excavation/retaining wall for phase II with a cost limit of \$5000. Dave seconded, and the motion was approved.
- e) Library Director Draft Job Description - Lori re-drafted the director job description after review with Benette and Chris. There is discussion in the group around adding a physical "requirement," such as the ability to carry/handle 25 or 30 pounds. It is decided that the physical component be phrased in a way that suggests that the job may require managing a certain amount of weight. With those changes, Chris motioned to accept the draft, Dave seconded, and the draft was approved. Lori also asked that all reviews of staff and herself be put off until after construction.
- f) Library Trustee Workshop on 6/15 - Dave reported that the workshop was good. There was a lot of discussion about the relationship between the town and the library trustees, and how we are a separate entity from the town financially. He noted specifically that we need to be careful about emails among trustees - if you hit "reply all" then it becomes a meeting, which is public. He also noted that when the trustees have a non-public session, they need to seal the minutes, which we have not been consistent about. Lori will look up the RSAs concerning non-public sessions for us to review.

### **New Business:**

- a) CIP Committee Request - The CIP Committee asked Lori and a Trustee (Chris) to come in and talk to them about our CIP request, which they approved. They asked that the library start a capital reserve fund, so that we can plan ahead for building maintenance costs, such as roof replacement, etc. Lori asked Todd from the DPW to come by and do a brief survey to get us started. The CIP committee will then start the fund this year at town meeting with a small amount of money, and we can go from there once we have a better understanding of the library's long term needs. The whole town is doing this for all of the town buildings as well.
- b) Review Draft 2017/2018 Budget - Lori ran through the draft budget, which is currently set at \$534,663, up from \$506,270 last year. Of note, Lori will be making Kate Kenyon a full-time employee to help cover the increase in library spaces, increase in programming, and other changes accompanying the new renovations. We will also have to hire an additional part-time custodian. We have an increase of 5% in our group medical insurance, per the town. We will have a 5% increase in retirement because of an increase in full-time positions. We have an increase in electricity costs per the town. Lori is building in a cost for toilet repair because this problem of

inappropriate patron usage is still on-going. The trustees discussed paying our printer/scanner lease out of our current RSA account until that is spent down, so Lori will decrease the budget by \$3600. Lori has put in for an annual computer maintenance/domain hosting fee, and the price of an on-line staff calendar for managing schedules. She has increased the funding for special programs, anticipating increased programming with the new spaces. So with all changes, she will make the new draft for \$531,000 approximately. Lori and the treasurer, Dave, will review the budget in detail so when it comes before the trustees, it will be ready to go.

- c) Policies for New Space - Lori asked the group to think about policies for the new spaces, such as can people cook in the cafe? Should groups be able to reserve the informal meeting area? Will there be any fees involved for non-profits, or damage coverage, or maintenance fees? What about pricing for businesses? Can we make an on-line booking and paying system? Lori and the trustees will come back at the next meeting to discuss this further.

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

**Adjourn:** The meeting adjourned at 6:50 pm.

The next regular trustee meeting will be **Wednesday, 10/12/2016 at 5 pm** in the library's Welch meeting room.

Respectfully submitted,  
Christine Carey