

**Baker Free Library Monthly Trustees' Meeting
Wednesday, September 9th, 2015
in the Library's Upstairs Meeting Room, 5:00 pm**

Present: Tom Ives, David Withers, Christine Carey, Lori Fisher.

Call to Order: Tom Ives called the meeting to order at 5:05pm.

Review/Approval of Minutes:

The minutes from the 8/12/2015 Trustees' meeting were reviewed. Lori Fisher noted that the minutes needed to reflect that she was asked by Ann Hoey to leave the meeting at 5:30 pm prior to the non-public session being called, and that she was invited back in at 6:23 pm. Tom Ives motioned to accept the minutes with the above changes, David Withers seconded, and the amended minutes were approved.

Treasurer's Report:

- a) August 2015 General Account - Tom Ives noted no big changes. Lori noted the phone costs will increase because the phone lines are going to be changed to comply with codes. Two new dedicated emergency alarm phone lines have to be added in the lower level at \$25 per line per month which will be through the company Baylene (?) and then there will be 3 lines for general use through the company Triplet. David Withers asked about DVD costs, and Lori responded that they were the typical annual cyclic costs for replacement. David moved to accept the August 2015 general account, Chris Carey seconded, and the account was approved.
- b) August 2015 RSA & Special Expenditures Reports / August 2015 Monetary Donations - Tom Ives noted the usual monthly bills with the exception of the surveying bill paid to Belanger. There were no major donations. David moved to accept the August 2015 RSA and Special Expenditures Report, Christine seconded, and the reports were approved.
- c) Vote on Special Expenditures Funds for Walkway Expenses - Tom reported that the walkway between the library and Bow Mills Methodist Church was put in using crushed rock, and two trees were removed. The walkway was done to meet one of the conditions of the parking agreement with the Bow Mills Methodist Church and the NHADA. Tom presented the bill for reimbursement of \$100 to the Bow Mills Church for the removal of two trees. Tom moved to pay the bill, David seconded, and the motion was approved. Tom also presented a second bill payable to Bow Plumbing and Heating Corp. in the amount of \$1568.60 for the removal of two tree stumps, signage for the walkway, excavation and grading, and putting in crushed stone. Tom made the motion to pay the bill, David seconded, and the motion was approved.
- d) Vote to fund 2016 BHS year book ad from Special Expenditures - Lori asked the Trustees to approve \$75 to place the library's annual ad in the 2016 Bow High School yearbook, paid from the Special Expenditures. David made the motion to pay for the ad, Tom seconded, and the motion was approved.
- e) Update re: unexpended end of FY funds -

At 5:18 pm the Trustee meeting went into Non-public session, pursuant to RSA 91-A:3, II(c). At 5:35 pm the public session reconvened.

The Trustees reviewed a letter from the Bow Town attorney, Paul Fitzgerald, to Robert Blanchette, Finance Director for Bow. The letter states that the library does not need to return unspent funds to the town's general fund at the end of the year.

Director's Report:

- a) August 2015 stats - Lori reported that generally the stats are down, including for the first time the book circulation, which she in part contributes to the publishers who are making exclusive contracts that end up precluding library access. She noted that this trend is happening across the board to all libraries. Christine asked about the Nooks the library was lending out. Lori stated that they would be circulated out this year, as usage has dropped, and instead the library will stress technical education on various e-readers, etc.
- b) Department Head meetings - Lori noted that a new member of the Budget committee has been appointed - Dominick Lucente. Also, the town is interviewing for a replacement for Bill Klebbins.
- c) Staffing changes/challenges - Lori reported that a relatively new staff member unexpectedly quit, so she has been interviewing for a replacement for the 18 hour position.
- d) Upcoming staff professional development - Lori reported that the annual conference for the NH Library Association and the NE Library Association is coming up in October in Manchester and all five staff members will be attending at various times. She has also been encouraging staff to go to various smaller NH Library Association conferences.

Old Business:

- a) 2016/2017 draft budget revisited - Lori made the changes requested at the last Trustee meeting, including adding money back for collection development. She also noted the increase in money for phone services because of the telephone line changes discussed previously. She noted that overall we will have better phone service and better value by paying over the course of the year. The total increase over the previous year is \$16,000. This is the first time in several years we have increased our budget request, and is to be expected because of the construction and increased costs associated with maintenance, etc. Lori noted that the Budget Committee may ask about the payroll services costs, which she has discovered is cheaper to outsource than to pay the town to do our payroll. She also noted that medical and dental costs are unclear as the town has not finalized their medical and dental plans. The library budget needs to be submitted by 9/16/2015. Tom moved to accept the draft budget for submission to the budget committee, David seconded, and the budget was approved.
- b) Review new Phase II costs figures from Cob Hill/HL Turner - The trustees reviewed the phase II cost figures and had some questions that could not be answered from

the information given. We will reach out to Cob Hill for further line items and contingency percentages.

- c) Parking update - Tom Ives reported that the Planning Board conceptual consultation review went smoothly. He had to explain to the board about the lower level construction, how many rooms there would be and how many seats. The Planning Board ran through several different scenarios and concluded that we should have 64 parking spots. They then ran through how many we had with our contracts and variances with nearby businesses. They concluded that we had more than enough. The Planning Board then noted that the library is considered independent and does not actually need the Planning Board approval, but that they would write a letter of recommendation about the number of parking spaces they would like to see, which we have already met, as well as a recommendation for better signage.
- d) BHC/Trustee MOU - Discussion is postponed as the BHC has not had the opportunity to give us feed back yet.
- e) Group Tutoring Rooms - Lori got one official estimate for 4 dome cameras, one in each tutoring room, one for the small meeting room, and one near the area of refuge. The cameras would be continuous, 30 day recording, with a monitor in Lori's office, no sound, and would cost about \$4800. It would be easy to expand upon when further construction happens in the lower level. Chris made a motion to authorize the expenditure of not more than \$5000 for the purchasing of video surveillance for the lower level. David seconded, and the motion was approved. Lori will finalize the expense information for the October Trustee meeting.

New Business:

- a) Library event on 11/14/2015 - Lori asked that the Trustees allow the Friends to hold a lower level fundraising event in the library on 11/14/2015. Tom made a motion to do this, David seconded, and the motion was approved. Christine made a motion that the Trustees approve the serving and consumption of alcohol during the 11/14/2015 event only. David seconded, and the motion was approved.
- b) Jury duty issue - Jen Griffin, a library employee with recent multi-day jury duty, requested the monetary difference between the court reimbursement checks to the library, which were paid for every day of her jury service, and her library salary paid by the library, as there were some days that she had jury duty but which she normally would not have been working at the library. Lori reviewed our jury duty policy, as well the State policy. The State reimbursed the library \$271.05. The library paid Jen's salary for the same period in the amount of \$242.96. We will pay her the difference of \$28.09.
- c) Staff evaluation update - We will update in October with the full trustee board.
- d) Christmas holiday - Lori requested that the Trustees vote to close the library on Saturday, 12/26/2015 for the Christmas holiday. David so moved, Christine seconded, and the motion was approved.

There was no public comment.

Meeting adjourned: by Tom Ives at 6:25 pm.

The next regular Trustee meeting will be Wednesday, 10/14/2015, at 5pm in the Welch Meeting Room.

Respectfully submitted,
Christine Carey