

Baker Free Library Trustee's Meeting
Wednesday, October 12, 2016 at 5:00 pm
in the Library's Welch Meeting Room
FINAL

Present: Tom Ives, David Withers, Benette Pizzimenti, and Lori Fisher.

Call to Order: 5:00 pm by Tom Ives.

Minutes: The minutes from the September 14, 2016 trustee meeting were reviewed. Dave motioned to accept them, Tom seconded, and the minutes were approved.

Treasurer's Report:

- a) September 2016 General Account Reports - Dave reviewed the report, and there were no concerns. Tom motioned to accept the report, Benette seconded, and the September general account reports was accepted.
- b) September 2016 RSA and Special Expenditure Reports - Dave reviewed the RSA and special expenditure report. There were no abnormalities. Tom moved to accept the reports, Benette seconded, and the September RSA and special expenditure report was accepted.
- c) BHS 2017 Yearbook Ad: Dave moved to pay \$75 for a 1/8th of a page ad in the BHS Yearbook, to be paid out of Special Expenditures, as we have done for the past 9+ years. Benette seconded, and the motion passed.

Director's report:

- a) 2016 Stats through August - Lori noted that overall circulation continues is down 4%, as seen in most public libraries right now. She pointed out that DVD circulation is down 8%, and CD Music circulation is down 26%, noting that these are two dying formats, and the staff is keeping an eye on affordable downloadable and streaming solutions for movies and music.
- b) Department Head Meeting - Lori verified that the Library Trustees will meet with the Board of Selectmen on Monday 11/7 at 6 p.m. in the Municipal Building on Grandview Drive to review the Library's 2017/18 proposed budget. She also noted that 15 applications have been accepted for the Police Chief position, and the hope is to have someone start in that position by January 2017.
- c) November 2016 Resident Survey Draft Review – Town Moderator Peter Imse is not allowing any organizations to have tables inside the voting area for the November elections. Lori indicated that she will make an effort to visit town organizational meetings during November to promote participation in the survey by non-library users. Lori thanked the two trustees who sent her suggested revisions. The trustees reviewed the revised survey briefly, and made no further changes.
- d) Staff Professional Development – Amy has attended the READS conference on 9/23; Jennifer will attend the CHILIS conference on 10/27; Betsy is finishing her Emerging Leaders program at Primex on 10/19; Kate and Jen G. will attend a workshop on aggressive behavior on 11/29, and Lori has been taking various workshops/webinars on both personnel practices and meeting room liability and policies.
- e) Update on personnel policies revisions – Lori will be finishing her workshop series on personnel practices in late October, and will bring a plan to the trustees at the

November meeting about a systematic review of all personnel policies during the first six months of 2017.

- f) CPR/AED Training – Lori has arranged for the six supervisory staff (including herself) to take a 2 hour CPR/AED training in the Library on 12/7 from 1 p.m. to 3 p.m.

Old Business:

- a) Update on Basement Clean-out – Tom and group of four volunteers loaded up a trailer rented by the library with the items we are keeping from the basement space on Thursday 9/29, so the basement is cleaned out and what is left is going to either be used by Cobb Hill during the renovation or disposed of. Lori mentioned that the cost for the trailer (initial hauling, deposit, and first months storage rent) have been charged to the Library credit card. She is tracking these expenses and suggested that the charges be reimbursed to the general account from the Special Expenditures account when the renovation is completed and the storage trailer is emptied.
- b) Update on Phase II Renovation – Tom provided an overview about the window excavation issues, including the potential that the new addition built in 2000 does not have a foundation drain per DPW. There is a meeting tomorrow 10/13 at 10 a.m. with Cobb Hill, HL Turner, and the town's building inspector to do a walk through of the building as part of the permitting process to start construction.
- c) CIP request/review – Lori and Tom presented the new Library Building Capital Reserve Fund request that we have been asked to put forward by the CIP committee, which will start putting money aside each town meeting towards capital projects related to the Library Building that will cost over \$25,000 during the next 25 years. There are four projects that fit into that criteria: a generator; replacing the roof; replacing the furnace and controls, and replacing the elevator. Since the generator is a new request, and the other three have all recently been replaced, this is a long-term plan. The Library will ask for \$5,000 to be put into this new fund in 2017/18, and to expend from the fund the Trustees will need to ask residents to approve an expenditure at town meeting. Dave moved to accept the Library Building Maintenance Capital Reserve Fund as presented, and to ask the Town to fund it with \$5,000 for 2017/18. Seconded by Tom, and approved by Trustees.
- d) 2017/18 Draft Budget Review – Lori shared the draft narrative and 2017/18 budget with the Trustees, focusing on the increases in the Personnel line, and the decreases in some of the operating lines. Overall the budget increase is 4% over 2016/17, with 10% of the budget allocated to collections, and 51% allocated to salary/wages. Lori provided a verbal comparison with other town departments and the nationwide average for public library budgets regarding percentages allocated to salary/wages, and we are on par or under. On motion from Dave, second from Benette, the 2017/18 budget was accepted by the Trustees.
- e) Library Director Draft Evaluation – Before reviewing the draft evaluation, Benette brought up a concern about the Library Director position description approved by the trustees at their last meeting (Benette was absent from that meeting). Benette does not feel that the position requirements should list physical requirements, since that is most likely a violation of ADA. Lori asked if this position description was to be used to evaluate her, and that if so, it should reflect what she currently does (which includes having to meet those physical requirements. Discussion ensued, and the consensus was to move that sentence out of the requirements list and down to the bottom of the description under other duties. Moved by Benette, seconded by Dave, and approved by the Trustees present. The draft evaluation will be sent to all of the

trustees with the revised position description, with a request for feedback to be sent to Lori so that she can compile changes/additions/deletions to discuss at the November trustee meeting.

- f) Discussion regarding policies for new renovated meeting space – Lori asked the Trustees to discuss their thoughts regarding our current meeting room policy, specifically whether or not alcohol would be allowed in the building and what requirements we would have around that use; who can use the meeting rooms for free and who has to pay; and how much do we want to dovetail our policies with current revised town policies. Lori took notes on the feedback and will start drafting new policies for review at the next meeting in November. She reminded the trustees that one group that wants to use the new spaces in March 2017 needs to know about the alcohol policy by December 1, 2016 so they can finalize reservation.

New Business:

a) Master Plan Community Facilities chapter review – We've been asked to update the 2004 Master Plan Community Facilities Chapter for inclusion in a new Master Plan in 2017. Lori presented a draft, and the trustees discussed the need for detail about meeting room policy in that document. Trustees agreed to amend the draft, removing three sentences from the Library Community Space section, and include a reference to current meeting room policies being available on the Library's website, and that those policies are reviewed annually by the Trustees. Moved by Tom, seconded by Dave, motion passed by all Trustees present.

b) Wreath Auction request by Friends of BFL – A request from Rita Morrison of the Friends of BFL regarding the Wreath Auction: she would like to not hire a police detail since the Friends obtained TULIP insurance for liability this time. The trustees discussed her request as they waited for her to arrive, and agreed that they need to be consistent across the board with all organizations related to this issue. Lori provided feedback on what the Town typically does, and having a police detail, particularly for events including alcohol at the Community Building, is common practice. Rita arrived at 6:25 pm, and the trustees informed her that they do need to require the Friends to have a police detail at the Wreath Auction on 11/12/2016.

Public Comment: There is no public comment.

Adjourn: The meeting adjourned at 6:28 pm.

The next regular trustee meeting will be **Wednesday, 11/9/2016 at 5 pm** in the library's Welch meeting room.

Respectfully submitted,
Lori Fisher
Library Director
For Christine Carey, Trustee Secretary