

Baker Free Library Monthly Trustees' Meeting

Wednesday, October 10, 2018

At 5:15 pm in the Welch Meeting Room

APPROVED

Present: Christine Carey, Jennifer Warburton, Benette Pizzimenti, David Withers, Lori Fisher. Absent – Marc Van De Water.

Call To Order: 5:10 pm by Christine Carey.

Minutes: Minutes from the September 12, 2018 meeting were reviewed. David made a motion to accept them, Benette seconded, and the minutes were approved. The September 27th minutes were not available, so will be reviewed at the next meeting.

Treasurer's Report:

- a) September 2018 General Account Reports – David reviewed the reports. We are on schedule for September. The Building Maintenance line is falsely low because we got a refund from Alteri, the roofing company that did not do the gutters correctly, but that money will be going out for roofing later. Benette made a motion to accept the report, Jennifer seconded, and the report was accepted.
- b) September 2018 RSA & Special Expenditures Reports – David reviewed the reports. There were no unusual expenses. Benette made a motion to accept the reports, Jennifer seconded, and the reports were accepted.
- c) 2019 BHS Yearbook Ad – Lori requested that the library buy their usual 1/8 page ad in the BHS yearbook for \$75 from the special expenditures fund. David made a motion to make the expenditure, Jennifer seconded, and the motion was approved.
- d) Manchester Roofing Invoice – Lori requested that we pay the last invoice from Manchester Roofing for parts and labor in the amount of \$6148. We received a \$6952 refund from Alteri, so David made a motion to pay the Manchester Roofing invoice out of the monies from the Building Maintenance line of the General Library Fund. Benette seconded, and the motion was approved.

Director's Report:

- a) September 2018 Statistics – The September statistics were not available for review by meeting time, but generally Lori reported that there is an increase in electronic circulation. Hoopla costs are up in particular. The staff are running a trial of “Acorn,” which is a BBC type video streaming program.
- b) Town Department Head Meeting – Lori reviewed the Capital Improvement Plan report for the library. We originally asked for refilling our emergency fund, and for setting aside \$15,000 for the next 4 years in a fund for replacing the airhandlers, for which the trustees would be the agents to expend. The CIP report recommends increasing the Library Maintenance Fund to \$20,000, to be put towards the airhandlers, with the town being the agent to expend, and to contribute to the Library Emergency Fund to bring the fund up to the recommended \$25,000 level. There is a discussion, and Benette moved to accept

the recommendation of the CIP committee to increase the Library Maintenance Fund to \$20,000, and to fund the Emergency Fund to \$25,000. David seconded, and the motion was approved. The library will go before the BOS/Budget Committee on November 10th.

Lori noted that she met the new town attorneys, Justin Pasay and Eric Maher from the DTC law firm. She spoke to them briefly about Arsenault and the roofing issue.

Lori also noted that the solar project is going to the school district as the land is on school property.

- c) Approve Hiring – Lori asked the trustees to approve the hiring of Delaney King for the position of PM Circulation Desk Assistant. Benette made the motion, David seconded, and the motion was approved.
- d) Staff Training – Lori told the group about the staff half-day training on October 8th. They did lock down training with the Bow Police and then slip and fall training for the town's Prime 3 insurance designation. The staff also thanked the trustees for providing lunch for them.
- e) WiFi Hot Spot Grant – The Bow School District is submitting a grant for WiFi hotspot devices. If the town gets the grant, the library would be the agents to circulate them. There would be 10 devices, through the AT&T service.

Old Business:

- a) Update on BOS/Budget Committee Minutes – Benette reviewed the posted minutes for the BOS this month and shared with us that the food truck is still being discussed, and that the town has hired new attorneys. There were no School Board minutes.
- b) BFL Trustees Annual Calendar Update/Review for November 2018 – We are on track for our tasks. Chris will reach out to Mark about the Foundation and the annual fundraising. David will review the BOS and other town minutes.
- c) Update Roof Repair – Lori reported roof done, there are no leaks. The color on the trim is a little off, so she is seeing if we can get that fixed.
- d) Update Air Handler Issues – Lori told the group that the motor on unit 5 kept shutting down so there was no air movement. R+T tried shutting/restarting several times, but it continued to fail, so it was replaced, costing \$775.76, which was covered by the difference between the Alteri refund and the Manchester Roofing invoice.
- e) Logo Subcommittee Report – Benette, Chris, and Lori met several times. After reviewing material and the tasks involved, it was decided to reach out and get prices from graphic design/marketing groups to see how much it would cost to get guidance. Lori suggested the logo project may take up to a year as we will want to reach out to the community to engage/get feedback. The subcommittee will meet again at the end of the month.
- f) Old Library Roof Subcommittee Report – David and Lori updated the trustees. Marc is intending to write a letter to the Arsenault roofing business that installed

- the failed material and Lori has asked Manchester Roofing if they will testify as to the faulty work. There is a group discussion regarding whether the trustees should be leading any legal matters. Lori will send out the RSAs to the trustees to review and the subcommittee will reach out to the town attorneys.
- g) Review/Approve 2019/20 Budget Draft – Lori reviewed the budget draft line by line with the trustees. Of note, there is a 2.5% COLA from the town. Also of note there is an inconsistency between how the Medical and Dental employee contributions are dealt with by the town in the budget. The Dental insurance cost is reported without including the employee contribution, and the Medical insurance cost is reported including the employee contribution, which raises the bottom line number. With this discrepancy the library's total budget comes to \$514,125. Benette made a motion to accept the draft budget, minus the employee contribution amount from the group medical insurance premium. David seconded, and the motion was approved.

New Business:

- a) Trivia Night – Lori reported that it was a great success and that there will be another one held on November 8th.
- b) Town Events – Candidates night will be October 24th from 7-9 pm. The League of NH Voters will be moderating. The Bow Rotary Auction will be Oct. 20th, and the town Halloween Party will be Oct. 26th.
- c) Circulation Policy – Lori presented an updated Circulation Policy. After discussion David voted to accept the policy as amended, Benette seconded, and the policy was accepted.
- d) Yoga NH Request – Lori told the group that Yoga NH would like to add a second free community yoga class per month on a Sunday, and in exchange would like us to approve that out-of-town people can also drop in and be charged a drop-in fee. The trustees agreed as long as there are adequate free spots for Bow residents. Jennifer made a motion to accept the proposition, David seconded, and the motion was accepted.

There was not public comment.

The meeting was adjourned at 7:05 pm by Christine Carey.

The next Library Trustee meeting/retreat will be on Thursday, November 15th at 5:15 pm in the Merrimack County Savings Bank Room.

Respectfully submitted,
Christine Carey