

**Lower Level Renovation Joint Fundraising Meeting
Library Trustees, Lower Level Renovation Committee, and Friends of the BFL
In the Upstairs Meeting Room, the Baker Free Library
October 12, 2016**

Present: Lori Fisher (Library Director), Mark Leven (Foundation, LLRC), Rita Morrison (Friends, LLRC), David Withers (Trustee, LLRC), Eric Anderson (Foundation, LLRC), Tom Ives (Trustee), Benette Pizzimenti (Trustee), Jeff Kipperman (LLRC), Mike Griffin (Foundation), Gary Nylen (LLRC).

Meeting called to order: 7:04 pm by Mark Leven.

Review of Minutes: The minutes from the 8/10/2016 Lower Level meeting were reviewed. Eric moved to accept them, Jeff seconded, and the minutes were approved.

Foundation Board Report:

- a) Mark reported that the Foundation is adopting Director/Officer Insurance
- b) Foundation membership – Mike added that the Foundation is looking for new members and will use the Wreath Auction as a vehicle to ask new individuals to consider being part of the leadership team.

Trustee Update – Phase II Renovations:

- a) The basement was cleaned out two weeks ago and we're ready for construction
- b) DPW reviewed our request for assistance to excavate the area outside of the children's area windows, but cannot do that work at this time. Also, there is a question about whether or not there is a foundation drain around the new addition part of the building. That will be determined when the excavation takes place for the 2nd egress.
- c) There is a meeting at 10 a.m. tomorrow morning between HL Turner, Cobb Hill, and the town building inspector for a walk through of the building since the inspector is relatively new and has not been in our building yet. We hope that permits will be issued within a week to start construction.
- d) Eric asked if the ceilings in Phase I will be finished in Phase II, and Lori stated that as soon as the duct work for the HVAC controls in the Baker Heritage Room are completed, the ceilings will be finished.
- e) Jeff asked about costs for furniture in the new spaces, and Mark replied that he and Eric are working with Lori to determine potential costs and vendors. Mark will check on the surplus office furniture store in Manchester to see if we can get some good pieces relatively cheap.
- f) Gary asked if sound panels for the large meeting room are part of the construction plans. Tom replied that first the ceiling will be insulated (it is not now) and that we should look into either acoustic ceiling tiles or sound panels for the walls.
- g) Mark asked Tom and Jeff if the two companies who have pledged in-kind donations are on board with the timeline, and both replied that as much as they know the timeline now, they are ready to provide what they committed to.
- h) Gary provided an update on the fundraising for the shelving being built for the Baker Heritage Room. Tom asked what the cost per unit is, and Gary stated \$1600-\$1700 per

unit installed, depending on if it is a flush wall unit or a corner unit, with a total of \$19,000 to complete the shelving needed for that room.

PR Subcommittee Report:

- a) Business Solicitation Process - Eric reported that Chris is sending out another round of letters, and that he and Jeff are working with her to solicit businesses that have a Bow connection but may be located in surrounding communities.
- b) Benette asked for a list of businesses that have contributed to the fundraising, and Mike stated he can provide that to her but did not have that information with him.
- c) Mark suggested that Eric take some photos of the construction once it starts up so that we can provide updates to the Bow Times in November.

Appliance Update: Rita stated she has contact Major Brands to obtain reduced pricing for the stove, refrigerator, dish washer, and microwave that we want for the Lower Level. She will also contact Lowes and Home Depot, and suggested to Lori that Cobb Hill price out obtaining these items for us since they can get contractor pricing.

Wreath Auction: The Wreath Auction will be held on Saturday 11/12, 5 p.m. to 8 p.m. Rita updated the group, stating that wreaths are already starting to come in (24 out of 50 committed so far) and that tickets are available for sale (sign out a certain number to sell at the Library's front desk). LLRC members are encouraged to buy tickets and attend, and to take tickets to sell among their friends. The paperwork is done for the NH Liquor Commission, and they will be obtaining a police detail for the event, with Rita and Ann Hoey as servers.

New Business: None.

Public Comment: There was no public comment.

Meeting adjourned: at 7:40 pm.

The next meeting will be Wednesday, **November 9th at 7pm** in the Welch Meeting Room of the library.

Respectfully submitted,
Lori Fisher for Christine Carey