

**Baker Free Library Trustee's Meeting
Wednesday, May 11th, 2016 at 5:00 pm
in the Library's Welch Meeting Room
APPROVED**

Present: Tom Ives, David Withers, Christine Carey, Benette Pizzimenti, Peirce Hunter

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

Review of Minutes: The draft minutes from the April 20th, 2016 trustee meeting were reviewed. Chris and Dave told the group that the minutes had been modified to include a more detailed descriptions of the treasurer's, president's, and payroll servicer's roles in relation to specific bank accounts. Benette motioned to accept the minutes as amended, Peirce seconded, and the minutes were approved.

Treasurer's Report:

- a) April 2016 General Account - Dave noted that we are on target at 83% of our total budget for the year, with continued outliers of the phone and fuel costs, as we have expected. Tom motioned to accept the report, Peirce seconded, and the report was accepted.
- b) April 2016 RSA & Special Expenditures Reports - The reports were reviewed. Chris motioned to accept the reports, Peirce seconded, and the reports were accepted.
- c) Donations - The NH Romance Writers of America donated \$100 to the library. Chris motioned to accept the donation, Benette seconded, and the donation was accepted.
- d) Interfund Transfer Account - Tom and Dave reviewed the status of the Interfund transfer account which we have used to pay for our digital sign and for updating the computers. There is a discussion about how to use the funds going forward. The group concluded that the best use is for it to be held as an emergency fund. Currently the fund is being used to pay the monthly Triplet Computer fees, but we expect that is just because that cost was not budgeted for - going forward we plan the computer maintenance costs to come out of our regular budget starting in the new fiscal year.

Director's Report: Lori, the Library Director, was unable to attend due to a medical leave. The library staff has taken over various essential roles, and they are to contact the trustees directly with any questions or concerns.

Old Business:

- a) Elliot Controls heat control replacement and proposal for building heating update - Tom reviewed that \$5200 was approved at the last meeting to replace the heating controls - he will check to make sure that is underway. The group discussed further the proposal to update the whole heating system as suggested by Elliot Controls, with an approximate price of \$32,000. The trustees decided to pursue the replacement.
- b) CIP Request for 2017-2018 - The group then discussed the mechanics of funding the replacement of the heating system. One option would be to pay out of the

Interfund Account, which would deplete it rather than have it available for emergencies. Another possibility is to request funding through the town, either through the budget we submit for the 2017-18 year, or through a CIP (Capital Improvement Plan) request, which has a deadline for submission of next week. Peirce made a motion to submit a CIP request for \$35,000 (original estimate of \$32,000 with \$3,000 buffer) for the replacement of the heating system, Dave seconded, and the motion was approved. Chris and Peirce will check the due date and meet to make a final draft for submission to the CIP committee.

c) Director Job Description - Postpone until August.

New Business: The outline of Lori's director tasks which she compiled for while she is on medical leave is reviewed by the group. As noted, the trustees are available for any issues the staff has. Tom and Chris will compile the agenda for the next meeting.

Foundation Report: Dave reviewed the results of the most recent Baker Free Library Foundation meeting - specifically he noted that the rafffe of the mirror was discussed, and it was a possibility that that would be presented as an auction instead. The Focus Auto proposal was not accepted, although it was greatly appreciated.

Public Comment: There is no public comment.

The meeting is **adjourned** at 6:10 pm by Tom Ives.

The next meeting will be held on Wednesday, June 8th, 2016, at 5pm in the Library's Welch Meeting Room.

Respectfully submitted,
Christine Carey
Secretary