

**Baker Free Library Trustee's Meeting
Wednesday, April 20th, 2016 at 5:00 pm
in the Library's Welch Meeting Room
APPROVED**

Present: Lori Fisher (library director), Tom Ives, David Withers, Christine Carey, Benette Pizzimenti, Peirce Hunter

Call to Order: 5:05 pm by Tom Ives.

Election of Officers: Tom Ives volunteered to be President, David Withers volunteered to be Treasurer (replacing Tom), and Christine Carey volunteered to be secretary. Tom motioned to accept the volunteers as proposed, Dave seconded, and the motion passed unanimously. Lori will send out contact information for trustees and staff, and also contact Sheldon Anderson, the library payroll servicer, as he, Tom Ives (now trustee president), and David Withers (now trustee treasurer), are authorized to be signatories for the Baker Free Library accounts #(number withheld), #(number withheld), and #(number withheld).

Review of Minutes: The draft minutes from the March 9th, 2016 trustee meeting were reviewed. Chris motioned to accept them, Peirce seconded, and the minutes were approved. Tom, Dave, and Benette abstained.

Treasurer's Report:

- a) March 2016 general account - the general account was reviewed. We are at 70% of our total budget at about 75% through our fiscal year. The only significant outlying expense was the telephone due to switching to a different system and expanding coverage. Dave made a motion to accept the report, Peirce seconded, and the report was accepted.
- b) March 2016 RSA & Special Expenditures Reports - The RSA fund and the Special Expenditures report was reviewed. Chris motioned to accept the report, Dave seconded, and the report was accepted.
- c) Donation Approval - There was a donation of \$100 which was a giving tree employer match from Allegro. Tom motioned to accept the donation on behalf of the library, Peirce seconded, and the donation was accepted.
- d) Triplet Computer Invoices - Lori presented the invoices from Triplet Computer regarding the library expenses related to the new computers and the new digital sign in the library. This is itemized as follows -

10 hours block time \$875.00

Office 365 hosting - March \$18.00
 April \$36.00
 May \$39.00

Mdg. Svs. Agr. March \$228.00

	April	\$298.00
	May	\$298.00
Digital Sign		\$1090.75
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total:		\$2882.75

Chris motioned to pay the total of \$2882.75 to Triplet Computers for the services rendered out of the Interfund Transfer Account. Peirce seconded, and the motion was approved.

e) W.E. Baum Invoice - Lori asked the trustees to pay the invoice for tree and rock engravings for the donor tree in the amount of \$348.08 to W.E. Baum out of the special expenditures fund, and then to request a refund for that same amount from the Baker Free Library Foundation as it is a fundraising expense. Dave made the motion as stated, Peirce seconded, and the motion was approved.

Lori also asked that the trustees submit an invoice to the Foundation in the amount of \$145.07 for various fundraising expenses accrued by library and staff over the winter, including postage, and mailing expenses. Tom made the motion as stated, Bennette seconded, and the motion was approved.

f) Elevator Service Contract - Lori informed the trustees of the cost of the new service contract with All-Ways for inspection and maintenance of the elevator in the amount of \$986 for two years. This includes fire inspection for the state certificate. Lori will pay this out of the building maintenance fund.

Director's Report:

- a) Thank you note - Lori circulated a thank you note written to the trustees from the previous president of the trustees, Ann Hoey.
- b) March 2016 stats - the March library statistics were reviewed - there was a small general decrease in circulation, although audiobooks circulation continues to increase. There is some discussion that teen program attendance is down - Lori and the staff are looking into ways to increase that.
- c) Department Head Meetings - Lori noted there were no significant events in the meetings that were applicable to the library.
- d) Professional Development - Betsy continues with her Primex training, focusing on marketing/merchandising. The staff is participating in webinars, including some on right-to-know laws and social media. The trustees have had their NHLTA memberships renewed.
- e) Summer Reading Update - The summer reading program kick-off will be held Friday, 6/24, from 4-7pm. The theme is "Read S'More." The wrap-up party will be held 8/18 at the Gazebo or Community Center, depending on the weather, and will have a live performer.
- f) Annual Carpet Cleaning - Lori requested that we close the library at 2pm (two hours early) on 5/28 for the annual carpet cleaning, before Memorial Day weekend. Dave made the motion as suggested, Tom seconded, and the motion was approved.
- g) New Hire - Lori hired Lauren Porter as a full-time PM circulation position, as Catelin Leary is leaving for college and will work as a substitute as needed. Tom made a

motion to accept the hire of Lauren Porter, Peirce seconded, and the motion was approved.

Old Business:

- a) TV Policy Review - The group discussed the policy approved by the trustees at the last meeting regarding the use of the TV/video screen in the lobby and whether to have businesses be able to use it in some way in exchange for donations. It was decided to revisit the issue after we are finished fundraising for the lower level.
- b) Fundraising Proposal from Focus Automotive - The trustees discussed a fundraising proposal from a local business, Focus Automotive on 3A. The proposal includes them donating 2% of the profits generated by any referrals of customers from the library. They would provide all the advertising. It is noted that although the library, as a municipality, can acknowledge donations from businesses, it cannot promote or advertise those businesses. Thus the trustees were in unanimous agreement that they would acknowledge the generous offer but decline it, and refer Focus Automotive to the Baker Free Library Foundation, which is a non-profit organization and which has different restrictions on it in regards to donations.
- c) Tardis Proposal - Lori showed the group the blue prints and site for the Tardis bookshelf that the Friends of the Baker Free Library has accepted as an Eagle Scout project to be put in the booksale area.
- d) Director Job Description - Discussion of the director job description will be postponed until the lower level fundraising issues are under control.

New Business:

- a) Health Insurance - As of July first the Town of Bow has switched to a high deductible health insurance plan, and the trustees must decide how to handle the deductibles for the early retirees and part-time employees of the library. Full-time employees for the town and for the library pay their premium as previous, and their deductibles are 100% covered by the town for the first 6 months, and then they are covered at 90% for 18 months after that.

Early retirees for the town now pay their premium and their full deductible out of pocket, with no town coverage. The trustees will align the library policy with that of the town's. Tom makes a motion that the library policy in regards to health insurance for early retirees be consistent with the town of Bow's policy. Chris seconded, and the motion was approved.

Part-time employees for the town (but not the library) currently pay out of pocket for their premium and deductible. The library has previously differed from the town policy, in that any employee who works over 20 hours a week is eligible for a pro-rated premium. The trustees unanimously agree to continue to differ from the town's policy and still offer the pro-rated premium, as well as to align the deductible coverage with that of full-time employees, meaning current part-time employees will get 100% deductible coverage for the first 6 months and 90% for the next 18 months. New part-time hires will be considered separately. After the two year deductible coverage the issue will be readdressed as the town will also be reviewing its policy at that time. Dave made a motion to cover the current part-time employee's deductibles as stated above, Tom seconded, and the motion passed.

- b) Raffle Proposal Discussion - the Lower Level committee and the Foundation will be accepting two items to be raffled - a handmade mirror and a quilt. Unfortunately, according to NH RSAs, the library itself cannot sell tickets or handle any money related to raffles, so the Foundation will have to figure out a system to deal with this.
- c) Elliot Controls Quotes for Heating System - There have been problems over the winter with the outside temperature sensors not communicating with the furnace in the library, resulting in uncontrolled heating and poor efficiency. Elliot Controls and Bow Plumbing and Heating have evaluated the situation, and it has been determined that the hot water system control model needs to be replaced for \$5200. Peirce made a motion for \$5200 be paid out of the Interfund Transfer Account to Elliot Controls for the hot water system control model. Dave seconded, and the motion was passed.

Elliot Controls also noted in their evaluation of our library heating system that it is antiquated, and should eventually be brought into the 21st century, which will greatly improve it's efficiency and reduce costs. To update the system with complete building automation, including replacing existing thermostats/controls for heating and airconditioning, the price would be about \$32,000. The trustees discussed the need for this change, recognizing that if the process is started now, the installation will not be until 2018 at the earliest.

- d) CIP Requests - The trustees must finalize any CIP requests for 2017/2018 by the May trustee meeting. There is a discussion about a request of \$35,000 for the update of the heating system. Lori will draft a request/proposal, and the trustees will postpone any vote until the May meeting.

Public Comment: There is no public comment.

The meeting is **adjourned** at 6:41 pm by Tom Ives.

The next meeting will be held on Wednesday, May 11th, 2016, at 5pm in the Library's Welch Meeting Room.

Respectfully submitted,
Christine Carey
Secretary