

Baker Free Library

Board of Trustees Meeting

November 1, 2012

MINUTES

1. Call to Order: Tom Ives called the meeting to order at 4:56pm. Also present were Ingrid White, Lisa Richards, Mark Leven and Library Director Lori Fisher. Ann Hoey was unable to attend.
2. Minutes: The minutes of the October 10, 2012 Architectural Interviews were reviewed. Ingrid moved to accept the minutes, Lisa seconded and the minutes were accepted. The minutes of the October 11, 2012 Architectural Interviews were reviewed. Lisa moved to accept the minutes, Tom seconded and the minutes were accepted. The minutes of the October 12, 2012 Architectural Review and Selection meeting were reviewed. Ingrid moved to accept the minutes, Lisa seconded and the minutes were accepted (Mark abstained).

The minutes of the October 10, 2012 (regular) Board of Trustees meeting were reviewed. Ingrid made a motion to accept the minutes, Mark seconded and the minutes were accepted.

3. Meeting with Bill Hickey, H.L. Turner: Tom and Lori reported meeting with Bill Hickey from H.L. Turner – the architectural firm selected for the design of the proposed Lower Level Renovation. Lori reported that Bill took the existing BFL architectural plans and was able to copy them onto a flash drive as well as into hard copy .pdf format. Having these existing plan stored digitally will be very valuable for BFL moving forward. Jay from H.L. Turner is planning a detailed site visit and it will be scheduled shortly. Lori and Tom reviewed the monies available (\$32,000) to H.L. Turner for the proposed three (3) tasks of the design as detailed in their bid. Billing is expected to initiate in the December/January timeframe.

Tom made a motion to ask Lori to send a letter to the Trustee of the Trust funds to release \$32,000 designated for the Lower Level Renovation architectural design as per the warrant article. Mark seconded and the motion was passed unanimously.

4. Friends of the BFL: Tom and Lori reported about the current status of the Friends of the Baker Free Library. There is very limited resident participation in the Friends organization currently. It was noted that Christine Carey has done a wonderful job under some very challenging conditions. Lori will be messaging to the town population via the Bow Times

and other sources a call to action for resident participation in the Friends organization. The hope is that we can draw attention to the need for participation in the Friends and to ask residents to step up and help support this group.

Lori noted that the book sale, run and administered by the Friends of the BFL organization, directly funds the free museum passes and the coffee machine. Book donations for the book sale are rapidly becoming a burden for the library staff and there was a discussion about perhaps limiting the book donation times to one Saturday a month.

5. Lower Level Renovation Update: Ingrid provided an update on the current status of the Lower Level renovation project. The committee has been working on a list of town residents that will be asked to participate in a survey regarding library usage and potential new uses for the Lower Level library space. Leah Shuldiner, the fundraiser who the Trustees have been working with, will conduct the interviews. The survey/interviews may take place at the library depending on space/room availability. Leah is also working on the Statement of Support.
6. 2013/2014 Budget Overview and Discussion: Lori detailed the latest changes in the current 2012/2013 budget based on changes in the library staff. Increases in the planned budget amount were realized due to changes in health and dental insurance based on the library staff changes. There is currently an open job req for a part-time library assistant based on one of the staff moving on to a different job. Lori expects to be able to cover the cost increase by leveraging funding in other budget areas. In the proposed 2013/2014 budget, a 1.3% COLA adjustment was factored into the budget based on direct feedback from the Town. This COLA adjustment is consistent with all of the other Town organizations and is not specific to BFL.

The meeting with the Budget Committee and the Board of Selectmen will be held Monday November 5, 2012 at 6:15pm at the Municipal Building on Grandview Road in order to discuss the 2013/2014 proposed budget and to provide a narrative on the budget changes.

7. Election Day: Lori will be staffing a table at the Community Center on Election Day. Lori has put together both a hard copy survey and an on-line survey for town residents to share their thoughts on library usage and needs/wants from BFL moving forward. We need early morning coverage (7am to 8am) at the BFL table (Lori has to vote in Weare) and Ingrid volunteered. We will have various materials at the table to share with residents. All of the Trustees were encouraged to stop by the table to support Lori during the day.
8. Other Business – none.

9. Public Comment – none.

10. Upcoming REGULAR Trustee Meeting Date: Wednesday November 14, 2012 at 5pm.

11. Adjourn: Tom Ives adjourned the meeting at 5:56pm.

Respectfully submitted,

Mark Leven

(acting Secretary in Ann Hoey's absence)