

Baker Free Library
Board of Trustees Meeting
June 12, 2013

Minutes

1. Call to Order. Tom Ives called the meeting to order at 5:07 pm. Also present were Paris Awalt, Ann Hoey, Mark Leven, Ingrid White, and Library Director Lori Fisher.
2. Minutes. The minutes of May 22, 2013 were reviewed. Mark moved to accept the minutes of May 22nd, Ann seconded, and the minutes were approved with Tom and Paris abstaining from voting.
3. Treasurer's Report.
 - a) The May 2013 monthly budget report was reviewed. The trustees questioned the practice of making the vacation wages a separate line item. This practice should be reconsidered in the future. Lori explained that the high computer maintenance expense was due to annual maintenance on the Apollo ILS system. Ingrid moved to accept the May 2013 monthly budget report, Ann seconded, and the report was accepted.
 - b) The May 2013 RSA & Special Expenditures Report was reviewed. Ingrid moved to accept the May 2013 RSA & Special Expenditures Report, Mark seconded and the report was accepted. Tom raised concerns about the rapidly depleting Special Expenditures fund, which is maintained for emergency costs. Tom moved that the hazardous materials assessment bill not to exceed \$900 be paid out of the Lower Level Capital Reserve Fund. Mark seconded the motion, and the motion carried, with Ingrid opposing the motion.
 - c) Approval of final bill from H.L. Turner: Ann moved to pay the \$5,880 bill from H.L. Turner out of the Lower Level Capital Reserve Fund. Ingrid seconded, and the motion passed.
 - d) Approval of bill from Town & Country Reprographics: Tom moved to pay the \$105 bill for printing of the case statements from Town & Country Reprographics out of the Special Expenditures account, Mark seconded, and the motion passed.
 - e) Approval of bill from Leah Shuldiner: Ingrid moved to pay the \$2,000 bill out of the Special Expenditures account, Tom seconded, and the motion passed with Mark abstaining.

4. Election of Officers:

The following slate was presented:

President: Tom Ives

Secretary: Ann Hoey

Co-Treasurer (Special Expenditures & RSA accounts): Mark Leven

Co-Treasurer (General Fund): Paris Awalt

Trustee at Large: Ingrid White

Tom moved that the slate be accepted, Mark seconded, and the slate of officers was accepted.

5. Director's Report

- a) May statistics: Lori will let the Freegal subscription expire because the statistics do not justify its expense.
- b) Town Department Heads meeting: Lori shared a timeline for the 2014/2015 Town Budget Process. The library trustees need to submit CIP requests by Friday, June 14. The town continues with street re-naming beginning in July. The Public Safety Committee will bring another proposal to town meeting next year. The Town Clerk will now be accepting credit card payments as of August 15. The town will adopt single stream waste removal soon.
- c) The Summer Reading Program kick-off is scheduled for Friday, June 21 from 4 to 7 pm. Lori encouraged trustees to attend.

6. Old Business

- a) Library roof scope of work update: Tom said that Kelso is working on getting one.
- b) Oil to natural gas conversion estimate: Bow Plumbing & Heating estimate that it will cost \$32,898.82 for the conversion. The savings in heating costs could be realized in about five years. Lori said that Fuller will give the library a group discount for oil this winter as it will create a co-op with other libraries facing similar situations. Mark moved that we submit a CIP request for \$35,000 for replacing the furnace with a natural gas boiler. Ingrid seconded the motion, and the motion passed.
- c) Other CIP requests: Ingrid moved that we submit a CIP request to reimburse the emergency fund for up to \$25,000 to cover the cost of repairing/replacing the roof. Tom seconded the motion, and the motion passed. Tom moved that we submit a CIP request for \$150,000 to go into the existing Lower Level Capital Reserve fund. Mark seconded the motion, and the motion passed. Lori will write the accompanying narratives and Paris will proof her work before the requests are sent to the town offices on Friday.

7. New Business

- a) NHLTA conference summary: Ann and Mark reported on their day's attendance at the Trustees Conference. They went to a variety of sessions on fundraising and foundations and felt the day was worthwhile.
- b) Meeting Room policy annual review/approval: One change was made to the policy. In section #1, the first sentence will read: Any group using either the Meeting Room or Baker room must include a Bow resident and must be reserved by a resident 18 years or older and have the approval of the Library Director. Ann moved that the meeting room policy be accepted as amended, Ingrid seconded, and the revised policy was accepted.
- c) Meeting Room request for 2014 by AARP TaxAide program: AARP TaxAide has requested use of the meeting room for Monday and Wednesday mornings for 10 weeks in the beginning of 2014. The trustees expressed concern about the impact on the meeting room for use by Bow groups. Lori will contact the AARP

group and suggest White Rock as a better venue, given the potential unavailability of the Baker Room this next year.

8. Lower Level Renovation

a) Overall campaign coordination discussion: Tom reported that Leah advised that we need to better centralize the coordination of the campaign and that we need to improve communication of campaign activities and events. He suggested that we consider making the coordinator position a paid position. Trustees discussed the issues involved, but did not take any action on this proposal.

b) Message Committee update: Lori reported that the renovation website should be ready by the end of the month.

c) Parking Committee update: Tom said that a letter went out to abutters and that he had heard from the Gordons.

d) Foundation creation progress: Ingrid said that the gift policy had been discussed via e-mail and had been revised. The Foundation Board will meet following the joint meeting with the Lower Level Committee and the Friends and will finalize paperwork.

e) Future tasks for Leah: Tom said that Leah will be contacted as needed.

f) Business breakfasts update: Ingrid reported that Rita Morrison sent invitations to 18 Rotary members and their spouses. The trustees discussed strategy of targeting businesses and planning future events.

g) Anonymity of donations: Trustees discussed the need to establish conditions for donors who wish to remain anonymous.

9. Public Comment--none

10. Meeting dates:

Next regular Trustee meeting date is Wednesday, August 14, 2013 at 5:00 p.m. in the Meeting Room.

11. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,
Ann Hoey
Secretary