

Minutes

Baker Free Library Monthly Trustee Meeting

February 14, 2018

FINAL

Present: Christine Carey (CC), Benette Pizzimenti (BP), Peirce Hunter (PH), David Withers (DW), Marc Van De Water (MVDW), Lori Fisher (LF)

1. Call to Order at 5:12 PM by CC
2. Review Minutes
 - a. The January 10, 2018 draft minutes were reviewed. No corrections or additions were made. Move to accept minutes as written made by DW, seconded by MVDW. Passed.
3. Treasurer's Report. Presented by DW.
 - a. January 2018 General Accounts Report. Spending is on target for 2018. Administrative expenses show a positive balance. This is due to receipt of monies for room use that will be put into building maintenance and furniture. Move to accept the report by MVDW, seconded by BP. Passed.
 - b. Special Expenditures and RSA Report. Spending and income are as expected for this time in the fiscal year. Move to accept the report by PH, seconded by MVDW. Passed.
 - c. The Library has received an anonymous donation of \$140. Move to accept the donation by PH, seconded by MVDW. Passed.
4. Director's Report by LF
 - a. January 2018 Stats Report. Highlights: HOOPLA use increasing monthly. CD music use is decreasing and the collection will be phased out. Program attendance is up.
 - b. Department Head updates. None to report.
 - c. Retirement of Jennifer Ericsson. Jennifer has announced her retirement effective March 15, 2018.
 - i. LF will advertise the position
 - ii. Staff will fill in Jennifer's time with increased hours between March and June
 - iii. There will be no changes to already scheduled programs
 - d. LF to speak at the Small Libraries Conference. The topic will be building projects and organizing facility needs and maintenance.
 - e. Bow Town Candidate night is February 20 at 6 PM at the Library.
5. Old Business
 - a. Highlights of Selectman and Budget Committee minutes by PH
 - b. Update on the 2018/2019 Budget process. MVDW will offer to meet with Budget Committee chair John Heise to discuss the Budget Committee recommendation regarding the air handler and air conditioner replacement project.
 - c. Electrical supplier update. LF plans to sign the Library on with the Town's electrical supplier, when the contract is available.
 - d. BFL Tag Line. The suggestions were introduced. Discussion deferred to the next meeting.

- e. Trustee Calendar. The calendar was reviewed and updated. BP will review Selectman and Budget Committee minutes for the next meeting.
 - f. By-laws revision. The meeting date paragraph will be changed to read that the Trustee meeting “will be on the second Wednesday or Thursday of the month.” The Trustees will vote on this at the March 2018 meeting.
6. New Business
- a. Budget Committee. As noted above. MVDW will meet with the Budget Committee chair to discuss their recommendations.
 - b. NHDOT public hearing regarding I89 and I93 widening. DW to attend the meeting and will bring a report regarding how the plans may affect the Library to the March meeting.
 - c. Proposal from Parks and Recreation/Town Manager. Parks and Rec has asked to use downstairs office space temporarily when the Community Building is closed. The Trustees discussed how to share costs for heat, light, electricity, cleaning and other fixed expenses. LF will study these base costs and present the findings to the Trustees. Regarding charges for meeting room use, if Parks and Rec charges for a program it is proposed to charge Parks and Rec the same rate as other groups. The Trustees would like to meet with Parks and Rec and the Town Manager to discuss plans. A motion was made to authorize 2 Trustees to meet with Parks and Rec and the Town Manager to finalize an agreement for Library office space and meeting room use. Moved by DW, seconded by MVDW. Passed. CC and MVDW will attend the meeting.
 - d. Yoga NH. A motion was made to permit Yoga NH to use Library meeting rooms at the agreed upon times and rates. (The schedule is attached.) moved by MVDW, second by DW. Passed.
 - e. Bow Rotary Auction. Bow Rotary requests that the dates October 20 and November 10 be held so that their auction can be held on one of those dates. A motion was made with the following stipulations:
 - 1. The dates 10/20 and 11/10/2018 will be reserved. The Rotary will choose one date and inform the Library by mid-July.
 - 2. Access to the Library will be given the night before for set up.
 - 3. Provided that proof of insurance is shown, alcohol may be served at the auction.

Moved by MVDW, seconded by DW. Passed.
 - f. Bow Booster Club requests permission to serve alcohol at an event on 3/24/2018. The group meets the requirements for alcohol use. Motion to permit alcohol by MVDW, seconded by PH. Passed.
 - g. Friends of the Library request for Wreath Auction date and alcohol use. Deferred to future meeting.
 - h. Bow Men’s Club request to post an American flag next to the Veteran’s Memorials in front of the Library. Motion to give permission made by BP, seconded by DW. Passed.
 - i. Eva Ruttapold designer for strategic plan brochure and library logo. Information only.
 - j. Unattended Children Policy revisions were reviewed. Move to accept as revised by DW. Seconded by MVDW. Passed.

- k. Patron Behavior Policy revisions were reviewed. Motion to accept as revised by DW.
Seconded by MVDW. Passed.
- l. Short Takes video. Will be viewed at a future meeting.
- 7. Public Comment. There were no public comments tonight
- 8. Meeting adjourned at 7:10PM

Next meeting Wednesday March 14, 2018 at 5:15 PM in the Library Welch Meeting Room.