

**Baker Free Library Monthly Trustees' Meeting  
Wednesday September 12, 2018 in the Welch Meeting Room**

**FINAL MINUTES**

**PRESENT:** Christine Carey (CC), David Withers (DW), Benette Pizzimenti (BP), Marc Van De Water (MV), Jennifer Warburton (JW), and Lori Fisher (LF).

1. **Call Meeting to Order:** 5:15 PM by CC

2. **Review/Approve August 15, 2018 draft minutes:**

The Trustees reviewed the minutes of the August 15, 2018 Trustee's meeting. Upon a motion made by DW, and seconded by BP, the minutes were unanimously approved subject to correcting BP's last name, and adding "Submitted by, Marc L. Van De Water" at the end of the minutes.

3. **Treasurer's Report:**

**a) August 2018 general account report:**

DW then reviewed the August 2018 monthly budget report. DW noted that the budget was on track for the year with no issues. Upon a motion made by MV, and seconded by BP, the August 2018 monthly budget report was unanimously approved.

**b) August 2018 RSA & Special Expenditures Reports:**

DW reviewed the August 2018 RSA and Special Expenditures report, and noted there was nothing unusual in the report. Upon a motion made by MV, and seconded by JW, the August 2018 RSA and Special Expenditures report was unanimously approved.

**c) Update on accounting software change**

LF provided an update on the transition to the new accounting software. The accountant has had some issues with the transition and lack of online support. LF has watched Quickbooks online tutorials to assist where possible. MV volunteered to see if the CPA in his building can be of help as she is a Quickbooks savant. LF will reach out to MV if necessary.

4. **Director's Report**

**a) August 2018 Stats summary:**

LF then reviewed the August 2018 statistics, noting that while general circulation was down @ 2%, the electronics usage, particularly for TV, movies and Hoopla, are up substantially. Additionally, program attendance was up 20%, and internet usage is up 31%. Library computer usage continues to increase. LF discussed looking into a possible Wi-Fi upgrade to enable use of Chromebooks and wireless printing

**b) Town Dept Head meeting update:**

LF noted the CIP committee has finished, and reviewed her discussion with Finance Director Geoff Ruggles concerning the CIP having to use what the Trustees submit re: warrant articles, which the CIP can make recommendations as to.

LF also noted she needs to further review with Geoff Ruggles several line items in the budget, including health insurance. LF will provide a further update in October.

LF explained that the Budget review meeting has been moved from October 27, 2018 to Saturday, November 10, 2018.

**c) Town Bulletin request of Trustees:**

LF discussed scarecrow heads were proposed to be mandatory at a cost of \$5. LF was able to have the price reduced to \$0 as the scarecrows were mandatory.

LF next discussed the Library's placement in the Town Bulletin, and recommended the Trustees do a blurb for each Town Bulletin, which would be due by the 20<sup>th</sup> of each month. CC kindly volunteered to prepare the first blurb.

**d) Staff changes:**

LF announced that Kate had given two weeks' notice to pursue another opportunity. LF, the Staff and the Trustees wish her nothing but the best. She will be sorely missed. Amelia has expressed interest in moving to full time. LF explained she has been able to work the budget so that, despite the addition of family health benefits, given the tier differential, moving Amelia full time now works in the budget. The Trustees agreed with LF that moving Amelia to full time was the best solution. A Motion to approve Amelia being made a Tier 2 full-time employee with family health benefits made by DW, and seconded by BP, was approved unanimously.

LF will be looking for a PM circulation person.

**e) Staff professional development update:**

LF reviewed her attendance at a recent Mental Health First Aid NAMI class, and that she is looking to pass on some of the useful information obtained on setting boundaries to the staff as NAMI had no shorter class available. MV said he would check with his wife who teaches for NAMI to see if any shorter non-certification class of an hour or so could be arranged.

LF then reviewed several upcoming staff training events, including a Brain Place children's program/workshop, the Reeds Fall conference, a children's librarians conference, and an additional mental health conference.

## 5. **Old Business**

### **a) Update on BOS/Budget Committee minutes:**

MV then reviewed the most recent minutes from the 8-21-18 ZBA meeting, the 8-1-18 Business Development meeting, the August 13 CIP meeting, and the 8-14-18 Board of Selectman meeting.

At the Board of Selectmen meeting Geoff Ruggles, the Finance Director, reviewed his year-end Financial Report, noting Operating Revenues were up \$365,000 over estimates, and Expenditures are \$286,000 below budget.

The CIP committee noted that full day Kindergarten is now using six classrooms instead of three, which is consistent with the increase in the number of new young Library patrons. Director Ruggles related that the Director of Emergency Management is in favor of the Library becoming an emergency shelter for small incidents. Dick Dagavarian moved to leave the generator in the Library's CIP plan. Which Motion carried 4 to 1.

Kathy Needleman continues to have her hands full with the Board of Selectmen and the ZBA getting approval for her food truck at the Bow Community Building lot.

LF explained that there is movement towards having voting return to the Community Center. Any such move will require handicapped bathrooms.

### **b) Update – roof repair:**

LF gave an update on the roof repairs which are now complete, but for the replacement and painting of the trim, which will commence next week and be completed in two weeks. LF is happy to report no leaks!

LF explained the issues experienced with plumbing contractor concerning the roof drains. The roofer was ultimately able to fabricate the necessary roof drains at an additional cost of \$6,148.00. The plumbing contractor returned the full \$6,952 previously paid for the contemplated drain repairs. LF discussed, and the Trustees unanimously agreed, that the \$6,952 should be placed in the General Fund, rather than the RSA account, and the \$6,148 paid from said refund.

### **c) Air Handler issues:**

LF discussed that the motor to Air Handler #5 keeps shutting down. It is on a temporary override, which is solving the problem very short term. LF is obtaining a quote for the

replacement of the motor. LF is continuing to heard cats among the plumbers, controls people and electricians as to how to remedy the continuing issue with the Free Stat, which she additionally learned was apparently installed upside down 20 years ago.

LF will also follow up with Geoff Ruggles who stated to her that the Library emergency fund received \$10,000.00 at the Town annual meeting.

**d) BFL Trustees annual calendar update/review for September 2018:**

The updates on the BOS/Budget Committee minutes will be done by BP for October, by DW for November, and by JW for December.

**e) Creation of logo subcommittee & tasks:**

BP & CC have volunteered to be the Trustee members for the logo subcommittee.

MV and DW have agree to be the Trustee members for the prior roof resolution subcommittee.

**f) Update—staff luncheon & staff training day:**

CC will pick up the food for the event from Cmos for the 10/8/18 ½ day event.

**g) Review of 2019/20 Budget draft:**

LF reviewed the changes to the prior budget, including Kate leaving and Amelia going to full time with family benefits, a merit increase for Betsy, the 2.5% estimated COLA, the estimated 5% increase for health insurance, and the need to further review with Geoff Ruggles his provided numbers, including without limitation his numbers for group life/disability, social security, and Medicare.

LF will also obtain numbers for additional public computers, increased Wi-Fi, and a wireless printer.

**6. New Business**

**a) Board retreat date/location change:**

LF discussed that the meeting and retreat will now be at the Merrimack County Savings room on November 15, 2018 from 5:15 to 8:15 PM.

**7. Public Comment**

There was no public comment.

8. **Non-Public Session:**

N/A

9. **Adjourn**

The meeting was adjourned at 6:45 PM.

Submitted by,

Marc L. Van De Water