

**Baker Free Library Monthly Trustees' Meeting
Thursday November 15, 2018 in the MCSB 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:** 5:30 PM by CC

2. **Review/Approve October 10, 2018 draft minutes:**

The Trustees reviewed the minutes of the October 10, 2018 Trustee's meeting. Upon a motion made by DW, and seconded by JW, the minutes were unanimously approved. MV abstained.

3. **Treasurer's Report:**

a) October 2018 general account report:

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

b) October 2018 RSA & Special Expenditures Reports:

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

c) Additional Invoice from Manchester Roofing re: trim replacement/repair:

LF explained there had been a miscommunication in what was and was not included in the prior invoice. The new \$5,200 figure is the final bill. LF stated it could be paid from the building maintenance line, general budget from rental monies for 2018-19. MV so moved, and BP seconded the Motion. The Motion was unanimously approved.

d) Quote for interior painting repair—1914 section:

LF provided the October 21, 2018 \$5,000 proposal for of painting to be done by Tuxedo Painting in February 2019. LF explained insurance will pay for all of the cost, other than the \$1,000 deductible. No vote was necessary.

4. **Director's Report**

a) October 2018 Stats summary:

LF then reviewed the October 2018 statistics, noting that while general circulation was down @ 2%, the electronics usage, particularly for Hoopla (350% increase), Transparent Language (35% increase), Overdrive (2% increase) and computer usage (1,541 vs 1,169 last year Jan

to Oct) are up substantially. Additionally, program attendance was up 27%, and internet usage is up 24% from last year.

b) Town Dept Head meeting update:

LF explained that the 11-10-18 meeting with the Board of Selectmen and the Budget Committee was attended by LF and all of the Directors. LF explained the 521 figure she received from Geoff Ruggles was in fact correct.

c) Thank yous

LF passed around several written thank you notes that had been received, which were reviewed and appreciated by all of the Trustees. LF also stated that BFL was voted the most loved library in the Hula Frog.

5. Old Business

a) Update on BOS/Budget Committee minutes:

DW discussed the Board of Selectmen had discussed a warrant article relating to changing street lights to Led, that the food truck was finally approved, and the status of community group storage.

b) Update from joint BOS/Budget Committee meeting on Sat 11/10/18:

No meeting other than that discussed in 4 b above.

c) BFL Trustees annual calendar update/review for December 2018:

LF reviewed the Trustee calendar.

d) Logo subcommittee report:

The logo subcommittee and LF prepared and had the Trustees review a variety of the current BFL log and similar material, and write answers to several questions regarding same, which answers were reviewed as a group. The subcommittee will reach out for quotes for help with the logo and branding.

e) Old Library roof subcommittee report:

LF agreed to resend her prior email to MV for his review for reaching out to the current roofing contractor and preparing a demand for the old roofing contractor.

6. New Business

a) Review and approve revised Meeting Room policies:

LF reviewed the proposed changes to the For-Profit, and Not-For-Profit Meeting Room agreements. After discussion, MV made a Motion to: change the word "may" to "shall" in the ALCOHOLIC BEVERAGES section of both agreements; require proof of insurance be provided at least 2 weeks in advance of the proposed rental date; and, the to change the contact person in the TECHNOLOGY section to Amelia Holdsworth (amelia@bakerfreelib.org). The Motion was seconded by DW, and carried on a 4-1 vote, with JW opposed.

b) Review from Bow Democratic Committee re: alcohol use 11/16/18:

LF reviewed 11-7-18 request by the Bow Democratic Committee to use the Downstairs Café area on November 16, 2017 from 5-7 PM for a reception, and to serve alcohol for individuals over 21. MV made a Motion, seconded by DW, to approve the use of the space, but that alcohol could not be served unless LF was provided with proof of insurance prior to the 11-16-18 reception. The Motion carried unanimously.

MV asked LF to check with the Town Attorney whether subsection (3) of the ALCOHOLIC BEVERAGES provision of the two Meeting Room Agreements, and the Town insurance policy, covers the Library and the Trustees in the event someone is overserved at such an event and sues the Library and/or Trustees.

c) Request from Alan Segal regarding out-of-town library card:

LF provided the Trustees with a copy of a letter from Alan Segal, a non-resident, asking to accept materials donations in lieu of an annual payment for membership. LF and the Trustees reviewed why this request was contrary to the circulation policy of the Library, an upon Motion by JW to deny the request per the circulation policy, seconded by BP, the Motion carried unanimously.

d) Review of Trustee survey from CC:

CC then reviewed the results of her Trustee Survey Monkey survey, and a general discussion of the answers was had, including whom the Trustees report to, whether the Chair should summarize the minutes, to role and status of the Friends and the Foundation, fundraising, advocacy and lobbying.

MV asked DW if he could attended as well at the December 18, 2018 5:30 Foundation meeting, for which DW is the liason.

7. Public Comment

There was no public comment.

8. Non-Public Session:

N/A

9. **Adjourn**

The meeting was adjourned at 8:18 PM.

Submitted by,

Marc L. Van De Water