

**Baker Free Library Monthly Trustees' Meeting
Wednesday August 15, 2018 in the Welch Meeting Room**

APPROVED MINUTES

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

Call Meeting to Order: 5:11 PM by CC

1. Review/Approve June 7, June 14, & June 25 draft minutes:

The Trustees reviewed the minutes of the June 7, 2018 Trustee's meeting. Upon a motion made by BP, and seconded by JW, the minutes were unanimously approved.

The Trustees next reviewed the minutes of the June 13, 2018 Trustee's meeting. Upon a motion made by BP, and seconded by JW, the minutes were unanimously approved.

The Trustees then reviewed the minutes of the June 25, 2018 Trustee's meeting. Upon a motion made by DW, and seconded by MV, the minutes were unanimously approved.

2. Treasurer's Report:

a) June & July 2018 general account reports:

DW reviewed the final 2018 monthly budget report. DW noted, for the reasons set forth in the prior minutes regarding the unexpected roof repair almost tripling the building maintenance line, the budget was on target for the year. Upon a motion made by MV, and seconded by BP, the June 2018 monthly budget report was unanimously approved.

DW then reviewed the July 2018 monthly budget report. DW noted that the budget was on target for the year. Upon a motion made by BP, and seconded by MV, the July 2018 monthly budget report was unanimously approved. LF noted she will have the accountant adjust the lines for building and grounds maintenance so they appear as they have in the past in the report, which prior reports were prepared with the old accounting software.

b) June & July 2018 RSA & Special Expenditures Reports:

DW reviewed the final 2018 RSA and Special Expenditures report. Upon a motion made by MV, and seconded by BP, the June 2018 RSA and Special Expenditures report was unanimously approved.

DW reviewed the July 2018 RSA and Special Expenditures report. Upon a motion made by MV, and seconded by BP, the July 2018 RSA and Special Expenditures report was unanimously approved.

c) Update on accounting software change and audit on 8/2/18

LF provided an update on the transition to the new accounting software. Despite some minor problems with the transfer over to the new software, LF was able to have physical printouts for the Town audit held on August 2, 2018. As there had been no major capital expenditures,

the audit, rather than taking multiple days, was completed by 3:30 PM. LF noted that she will attempt to have next year's audit scheduled for the last week of August.

d) Director's Report

a. July 2018 Stats summary:

LF then reviewed the July 2018 statistics, noting a substantial increase in the usage of the library computers, and noted that several of the computers are to be upgraded and replaced.

b. Summer Reading Program update:

LF reviewed the Summer Reading Program. LF noted that there had been more consistent attendance by families, and people greatly enjoyed writing in the passports, raffle and half way prize, and did not miss the prior wall.

LF next discussed that there had been some frustrations with the online free reading app, and that she would be looking into alternatives.

LF also noted that for next Summer's reading Program she would be looking into the Space themed program being done by Federal Reading Program.

LF provided and reviewed a handout regarding the Library's upcoming programs.

c. Town Dept Head meeting update:

LF provided the Trustee's with a copy of the August 15, 2018 Town of Bow Finance Department Report by Geoff Ruggles, the Finance Director, and reviewed same. Of note, Town revenues are up \$365,000 over estimates, and Town expenditures are \$286,000 below budget.

LF also discussed that in light of the fire caused by lightening at the Hopkinton library. In the spirit of mutual aid, the Baker Free Library, Concord, and several other towns have extended use of their services for a period of six months. A handful of Hopkinton residents have availed themselves of the offer from Bow.

e) Old Business

a) Update on BOS/Budget Committee minutes:

CC then updated the Trustees on the minutes of the Board of Selectmen and the Budget Committee, and mentioned that the Town is continuing to negotiate the length of the solar lease, and that the issue is likely to have to go before the Town at the next Annual Meeting. CC also noted that the Birchdale bridge is now reopened. CC then discussed the possible progress with the City of Concord on water usage.

LF discussed that in light of the recent fatality, the State and the Town are performing a joint safety audit of the Exit1/I 89 interchange on September 5, 2018.

b) Update - CIP meeting on 7/9/18:

CC discussed the CIP's thoughts on the proposed three Library warrant articles. CIP recommended that there be no separate article for the AC handler, and that instead the emergency fund be increased to \$25,000.00. Such a change would prevent the Library from being to expend the funds without approval at a Town meeting, which would not work were the system to fail. CC than discussed the CIP questioning the need for a generator and that two of the CIP members spoke up in defense of the Library and its responsible management and use of funds, particularly how the Library did not have to come to the Town to address the emergency roof repairs. The Trustees agreed to review the warrant articles and how they will go forward in a subsequent meeting.

c) Update - roof repair:

LF gave an update on the roof repairs which had been held up for over a month due to the rain. The contractors started this week on Monday. LF had to intervene to coordinate the roof repairs with the plumbers who did not arrive at the job on time, but admirably handled the matter. Roof should be done this week.

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

MV will review the BOS and BC minutes for the September 2018 Trustee's meeting.

f) New Business

a. Review & approve – Revised Cash Receipts Policy & Procedures:

LF then provided the Trustees with a draft of the new cash receipts policy and procedures and reviewed the changes to same. Upon a motion made by DW, and seconded by MV, the revised Cash Receipts Policy and Procedures were unanimously approved.

b. Review – proposal for new policy re: Group Tutoring room use by BHS students and Casa dei Bambini

LF then presented a draft Group Tutoring Room card, based on one used successfully by Concord for over five years. BP raised the issue of adding a reference to college ID's. JW next raised the point that the Group Tutoring Room usage should be limited to Bow residents. Upon a motion made by MV, and seconded by JW, the Group Tutoring Room card, as revised, was unanimously approved.

LF then discussed the Cas dei Bambini, which has no room for Parent Teacher conferences, has been holding them in the public section of the Library. A few patrons expressed concern about these meetings being held in the public space. LF discussed, and the Trustees agreed,

that in the spirit of being a good neighbor, and in light of the parking situation, LF could extend an offer to Casa dei Bambini to use a Group Tutoring Room for their Parent Teacher conferences at no charge. JW suggested, and all agreed, that this offer be extended on a trial basis, and be limited to one room.

c. Date for staff luncheon / Approval for staff professional development half day:

LF discussed that she would like to hold staff training when school is closed on Columbus Day, October 8, 2018, from 10 AM to 1 PM. Upon a motion made by BP, and seconded by MV, the Motion was unanimously approved.

d. Trustee Board Evaluation/Retreat date

LF discussed the need to set a date for the Trustee's evaluation and retreat. The November 14, 2018 Trustee's meeting will be used as the tentative date.

g) Public Comment

There was no public comment.

h) Non-Public Session:

A motion was made by BP, seconded by MV, to enter Non-Public session to discuss the proposed budget, employee salary, and to finalize the Library Director's 2018 evaluation, pursuant to NH RSA 91-A:3 II (a) and (c) (fully set forth below) stating that there were matters to be discussed that concerned the dismissal, compensation or disciplining of a public employee, and matters to be discussed which if discussed in public, would likely affect adversely the reputation of any person, **other than a member of the board**, unless such person requests an open meeting.

X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

X RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

Roll call vote to enter non-public session: A roll call vote was held on the Motion to enter non-public session, and the Trustees voted individually as follows:

CC: Yes
DW: Yes
BP: Yes
MV: Yes
JW: Yes

Motion: PASSED unanimously

The above five Trustees were present for the non-public session. LF was present for the first half of the session, and left before the Trustees discussed and finalized her evaluation.

Non-public session commenced at 6:30 PM.

Public session reconvened at 6:58 PM.

Motion to seal these minutes of the non-public session was made by BP, seconded by MV, as the matters discussed concerned:

X The divulgence of this information would likely adversely affect the reputation of a person or persons, other than a member of the Board of Trustees.*

___ Render a proposed action ineffective

___ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes: A roll call vote was held on the Motion to seal the minutes, and the Trustees individually voted as follows:

CC: Yes
DW: Yes
BP: Yes
MV: Yes
JW: Yes

Motion: PASSED unanimously

***Note:** Under RSA 91-A:3, III. *Minutes of proceedings in non-public sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, **taken in public session**, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

i) Adjourn

At 7:00 PM MV made a motion to adjourn, which was seconded by BP, which Motion was unanimously approved.

Submitted by,

Marc L. Van De Water