

**Baker Free Library Monthly Trustees' Meeting  
Wednesday April 17, 2019 in the Welch Meeting Room**

**FINAL MINUTES**

**PRESENT:** Dave Withers (DW), Benette Pizzimenti (BP), Marc Van De Water (MV), Jennifer Warburton (JW), Eric Anderson (EA), Lori Fisher (LF), David Stack and Eric Maher, Esq..

**TELEPHONIC:** David Withers (DW)

1. **Call Meeting to Order:** 5:13 by DW

Christine Carey was thanked by the Board for her 5 years of service, and given a lovely framed photo taken by EA. EA took as photo of her with DW holding the photo.

2. **Non Public Session--Meeting with Justin Pasay, Town Attorney re: Arsenault roofing issue**

Dave Stack and Eric Maher, Esq. left the meeting after the conclusion of the non-public session.

3. **Meeting with Eva Ruutapold – Logo and Branding for BFL :**

The Board met with Eva Ruutapold for approximately 40 minutes, who did a slide presentation of the consolidated Trustee responses to her questionnaire. DW, EA and MV all stated they thought the questionnaire was asking about the current library as a whole and/or the current Library logo design, rather than the future Library logo design.

Eva then showed the Board a number of other Library designs, and took input about what the Trustees did and did not like. Eva stated the input was helpful, and that she also had been looking at the building for ideas to incorporate into the logo.

The Board then took a 5 minute break.

4. **Election of Officers April 2019 – April 2020:**

The Board next discussed the election of officers.

After discussion of DW being President, LF suggested, and it was agreed that given the transition to and training of a new Library Director, and the lack of a candidate to succeed DW as Treasurer, it would be best if DW remained as Treasure. DW agreed.

MV then moved, and EA seconded, that DW be elected to serve as Treasurer. All voted in favor.

After a notable lack of volunteers, JW took one for the team and agreed to serve as Secretary for the coming year. Upon Motion made by MV (the current Secretary), and seconded by EA, all voted in favor of JW serving as Secretary.

BP, being next in Trustee seniority, was asked if she would like to serve as Chairperson, which she politely declined.

Upon Motion made by EA, seconded by BP, MV was unanimously selected to serve as Chairperson.

MV then took over as chair of the meeting.

Upon Motion made by DW, and seconded by EA, Marc Van De Water (Chairperson), David Withers (Treasurer), and Sheldon Anderson (Bookkeeper) were authorized to be the sole persons authorized as signatories for the Baker Free Library accounts #1004123, #1012355, and #5014425 at the Merrimack County Savings Bank. The Motion passed unanimously.

DW will have MV sign any paperwork necessary to add him as a signatory to said accounts.

5. **Review and sign Ethics policy:**

The Board then reviewed the Ethics Policy.

EA had a question about his serving as a volunteer for the Baker Free Library Foundation, and whether that might be a potential conflict. The Board agreed to think about the issue, and discuss it further at the next regularly scheduled meeting.

MV and EA raised whether the discussion of ethics issues should be in public or non-public session. The Board agreed the "non" should be deleted in both places on the Ethics Policy. Upon Motion made by JW and seconded by DW, the Ethics Policy, with the "non" deleted, was unanimously approved. LF will make the change to the Ethics Policy.

The Board members then crossed out the 2 "non" references on their copies of the Ethics Policy, and each signed and returned their respective executed Ethics Policy.

6. **Review Board as Volunteers/Employees policy:**

The Board next reviewed the Volunteer/Employees policy.

EA noted that Paragraph 3 of this policy was what he was thinking of when discussing if his volunteering was a conflict (Therefore, to avoid a direct conflict of interest, any member of the sitting Board of **Trustees may not act as a volunteer in the library** unless: The volunteer duties are clearly defined in a volunteer agreement; And the volunteer job is in no way related to the duty of a library trustee. (**Emphasis added**)). JW explained this was not an issue under this policy as the policy applies to Trustees serving as Library volunteers, and EA was not a volunteer at the Library, but rather at the Baker Free Library Foundation.

7. **Review/Approve March 13, 2019 and March 20, 2019 draft minutes:**

The Trustees reviewed the minutes of the March 13, 2019 Trustee's meeting. LF noted, and agreed to fix the reference to NHLTA, which should have been NHLA in section b).

Upon a motion made by DW, and seconded by JW, the minutes were approved. EA abstained as he was not a Trustee at the prior meeting.

The Trustees reviewed the minutes of the March 20, 2019 Trustee's meeting.

Upon a motion made by DW, and seconded by JW, the minutes were approved. EA abstained as he was not a Trustee at the prior meeting.

**8. Treasurer's Report:**

**a) March 2019 general account report:**

DW then reviewed the March 2019 monthly budget report. DW noted that the Training line item was high pending NHLA reimbursement which will come in in shortly. Otherwise, DW stated the budget was generally at or ahead of the year-to-date budget.

EA had a question about postage. LF explained that the passport postage was reimbursed to the Library quarterly.

EA next had a question about the charges for electric. LF explained that this was the first full year for using the renovated lower level. MV noted that the new electric agreement recently approved will be bringing the KW hourly charge down.

Upon a Motion made by EA, and seconded by JW, the March 2019 monthly budget report was unanimously approved.

**b) March 2019 RSA & Special Expenditures Reports:**

DW reviewed the March 2019 RSA and Special Expenditures report. DW noted the \$4,500 disbursement to J Maurice Contracting was for repairing the roof leak water damage and was covered by insurance, other than our \$1,000 deductible.

DW noted the \$3,753.57 deposit into the RSA account was for quarterly postage reimbursement.

Upon a Motion made by EA, and seconded by BP, the March 2019 RSA and Special Expenditures report was unanimously approved.

**c) Approval of \$200 donation from Chuck & Debra Douglas for Summer Reading**

LF explained the Library had received from Chuck and Debra Douglas a donation of \$200 for the Summer Reading Program.

Upon a Motion to accept the \$200 donation made by BP, and seconded by DW, the Motion was unanimously approved and the donation gratefully accepted.

9. **Director's Report**

**a) March 2019 Stats summary:**

LF then reviewed the March 2019 statistics, noting that after years of not buying new CD music, the numbers for CD music are inexplicably up 15%. Juvenile Fiction is up LF believes in part due to Juliana changing how the materials are shelved from Dewey to by category. LF stated this has also been successful at other libraries. The Electronic Collection is up 19% for Hoopla, and 19% for OverDrive. Transparent Language is down only 15%, rather than the prior 72%, thanks to LF and the staff effort to heavily promote this service. Usual drop in DVDs, CD Audio. Internet Computer usage was down again, and LF is not sure why it has been going down since December. Program attendance was up 4%. LF pointed out Meeting Room usage is up a whopping 54%, and congratulated Amelia for keeping it going.

**b) Summary – ALA Policy Corps meeting in DC**

LF reviewed what was discussed at the ALA Policy Corps meeting in DC, and her meeting with both of our senators.

**c) Upcoming professional development/professional commitments (staff):**

LF discussed upcoming staff professional development, and that there will be no issues with covering for the employees who will be attending the statewide conference.

**d) Summer Reading Program update:**

LF stated that Juliana is doing a great job on the Summer Reading program, and that collaboration with Concord is going very well.

**e) Approve early closure for carpet cleaning Sat 5/25 at 2 pm:**

LF discussed that she was able to coordinate having the cleaners do both levels at the same time on May 25 at 2 PM, so there will not have to be 2 separate library closings.

Upon Motion made by EA, and seconded by DW, all voted in favor of the May 25, 2019 2 PM closing of the Library for cleaning.

**f) Approve holidays for rest of 2019:**

LF noted Christmas 2019 will be on a Wednesday, and that the Library is traditionally closed either the day before or after Christmas.

Upon Motion made by DW, and seconded by EA, it was unanimously voted to approved the Library being closed at 4 pm on Christmas Eve, Christmas Day, and the following day, December 26, 2019.

10. **Old Business**

**a) Update on BOS/SAU minutes Benette):**

BP discussed the BOS minutes, and the agenda item "Bottoms Lines". Selectperson Hunter discussed at the BOS meeting that the Town would be voting on 2 proposed seals.

BP also reviewed the BOS discussion on social media policy, gifting of service weapons, and records retention policy.

LF discussed that Administrative Assistant Gail K was retiring next Friday, that there would be a retirement party next Wednesday the 24<sup>th</sup> at 2 PM in the Safety Building.

11. **New Business**

**a) Review/approve Public Internet/Computer Use revised policy**

LF stated the changes to the Computer Policy were in red. The Board reviewed the Policy and the proposed changes.

MV noted the word "he" in the first line of the new red section on Wireless Internet Access needed to be changed to "the". LF will make that change.

Upon Motion by JW, seconded by DW, the Computer Policy, with the one change, was unanimously approved.

**b) Review/approve Emergency Closing policy**

LF noted there have been no changes to the Emergency Closings, but that we need to update the contact info. DW will be inserted, with MV as an alternate contact person.

Upon Motion by BP, seconded by EA, the Emergency Closings policy, with the updated contact info, was unanimously approved.

**c) Review/approve Phone Use policy**

LF stated this policy has changed in that there is no longer a courtesy phone, that line having been used for the elevator.

Upon Motion by EA, seconded by JW, the Phone Use policy, was unanimously approved.

12. **Public Comment**

None

13. **Non-Public Session: Director resignation**

14. **Adjourn**

The meeting was adjourned at 8:17 PM.

Submitted by,

Marc L. Van De Water