

**Baker Free Library Monthly Trustees' Meeting
Wednesday May 8, 2019 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Dave Withers (DW), Marc Van De Water (MV), Jennifer Warburton (JW), Eric Anderson (EA), Lori Fisher (LF).

1. **Meeting called to order at 5:15** by MV

2. **Review/Approve Previous Minutes**

Reviewing the April 17, 2019 Minutes, EA noted one change in Item 10, correcting the title for Gail K from Officer to Administrative Assistant.

EA moved to approve April 17, 2019 minutes as edited, DW seconded, and the minutes were unanimously approved.

3. **Treasurer's Report:**

a) April 2019 general account report

DW reviewed the April 2019 monthly budget report. DW noted that we are slightly below where the spending should be for this point in the year but that it will be leveled out in June.

DW and LF noted that the Training line item was again high because the NHLA reimbursement still has not arrived. They answered a question from EA that when this reimbursement comes in it will be applied to the training line item.

EA had a question about periodical and newspaper expenses. LF explained that the subscription prices have increased but she keeps an eye on it and reduces subscriptions as needed to keep the periodicals on track for the budget. EA further asked about switching newspapers to electronic-only subscriptions and canceling the paper copies but LF noted that the paper copies get used and are used by people that want the paper copy, not an electronic copy and so paper newspapers were still needed.

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

b) April 2019 RSA & Special Expenditures Reports

DW reviewed the April 2019 RSA and Special Expenditures report. DW noted only minimal activity in the Special Expenditures for the month.

DW reviewed the April 2019 RSA account and there was discussion that the passport income remains consistently high.

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

c) Spring Clean Quote from Jason St. George

LF presented a quote for spring clean up plus some extra services from Jason St. George. The quote is for \$3200 and will include the removal of 2 dead bushes from the center area, mulching, trimming, making the flower beds, and resolving a need to remove leaves and sand from against a neighboring fence. The work is scheduled to be completed before Memorial Day. LF walked the library property grounds with them to discuss the work and LF proposes this bid to be a good price for the amount of work to be performed. Without the extra work, a usual spring clean up bid would be closer to \$2400 to \$2500.

LF also noted that the library needs a new gardener because our gardener has moved so the new library director will need to hire a gardener with a plan for weeding, dead-heading, planting perennials, and other gardening work. There was a discussion about Bow Garden Club and whether they care for any of the library flower boxes. LF explained that the library pays Garden Club for some work on window boxes.

d) Library Credit Card

The current library credit card is connected to LF's personal name and credit, therefore TD Bank (the issuer of the library credit card) recommended that LF change the credit card to LF's personal business and let it go dormant until all charges are assured to have been processed before it gets canceled. LF started this process with TD Bank by having the credit card changed to LF's personal business name and will let it go unused and dormant before canceling.

This leaves the library without a credit card. There was discussion about whether the library just needs the credit card for Amazon but LF explained that many vendors now prefer for payments to be made using the credit card, in addition to purchases on Amazon. It was decided that we need to investigate options for finding a credit card for the library that is not connected to a person's personal credit. LF reported that when she was looking for the library credit card, both TD Bank and Merrimack said the credit card had to be connected to a person, not just the library.

DW is going to ask Geoff with the town regarding options that town uses for credit cards. There was discussion about using a credit card through the town but DW and others would prefer a credit card for the library that is not a town credit card.

4. **Director's Report**

a) April 2019 Stats summary

LF reviewed the April 2019 statistics, noting that overall, use of the physical collection is down though physical juvenile fiction is up. LF attributes this rise to a reorganization of the children's books that are organized by category. This reorganization is popular with the library patrons. Patrons have asked when the next level of books will also get a similar reorganization.

Use of the electronic collection is up for all three specific electronic collections of Hoopla, Transparent Language, and OverDrive. There was discussion about the Hoopla limit currently in place and LF noted that she thinks the current limit is working. The stats for Kanopy and RB Digital will soon also be added to the stats lists for stats tracking.

Use of the library computers continues to be down. EA asked if there was a known reason for the usage to be down and LF said that they did not have an explanation.

Use of the library meeting rooms continues to be very high.

b) Town Department Head Meeting Update

No meeting.

Though there was discussion regarding the town's Ethics Policy, in particular the section 53-7, C which defines business conflicts. There was additional discussion on the town ethics policy because the library trustees fall under this policy. There is a 1 year grace period once

implemented so the trustees need to add the final code of ethics to the trustee binders once we have the final version. This is an item to be revisited for next trustee elections and binder updates.

Separately, LF distributed an updated list of the tasks that the library staff will be completing to cover LF's work until the new director is hired. The new list was updated 5/8/19. There was discussion regarding the forwarding and handling of LF's email until the new director starts. LF recommended not setting the auto-reply until closer to the end of the fiscal year closing. There was discussion of some options such as auto-replies and forwarding. LF recommended to leave her email active on-going and forward it to the new director.

MV asked who updates Burbio and LF answered that it is set to update automatically.

One final comment from LF regarding the transition period to the new director is that the staff is very self sufficient so if we hear from them with a question or needing help, it means that they really do need help.

5. **Old Business**

a) Update on BOS/SAU minutes

The discussion focused on the suspension of town recycling and how that will impact the library. LF informed her staff to continue to stay in the habit of separating recycling. LF noted that the Recycling Committee needs people

b) Update Trustee Calendar

Trustee calendar was updated through the summer. EA will take June, DW will take August, and MV will take September. LF will email trustee calendar to JW and MV suggested setting up a Google drive to share documents.

It was noted that while there is no trustee meeting in July, there is the CIP meeting in July. Geoff has DW and MV's email so Geoff will send them the CIP spreadsheet.

c) Review draft of by-laws change

The library Board of Trustees By-Laws were reviewed with minor corrections noted. LF will make the changes and send to JW. JW will bring the correct by-laws to the June meeting.

d) Logo schedule

LF distributed updated schedule to meet with Eva for the library logo redesign. Next meeting with Eva will be a special trustee meeting on 5/22 in the Merrimack Savings Room in order to use the projector. LF will connect Eva to JW as the trustee contact. The date of 6/18 was selected for the following meeting.

LF reported that Eva came to get photos, talk to LF about the library history.

6. **New Business**

a) Review revised Circulation Policy

Staff has noticed a long wait list for new DVDs and LF and staff recommend changing circulation time for new DVDs. Changes are for new DVDs less than 6 months old will circulate for 7 days. DVDs older than 6 months old will circulate for 14 days.

EA moved to adopt the updated circulation policy, seconded by DW, passed unanimously.

b) Review self-sign up terms for new/renewed library cards

LF and staff have noticed a backup when families are signing up for library cards so they have designed a kiosk sign up for new library card applications and for library card renewals. The kiosk will be especially needed during times such as the summer reading program when many families sign up. After completing the application on the kiosk new and renewing patrons will show their proof of residence at the desk where staff also reviews the online forms for errors. MV asked if the kiosk could actually slow down the process but LF explained how it will streamline it.

EA moved to adopt the new wording for the kiosk registration, seconded by DW and passed unanimously.

c) Review cash receipts revised policy

Discussion regarding updates to the cash receipt policy. The staff uses Square app to track cash receipts. Square makes is very easy and has been successful to managing cash receipts. There were some text edits with typos and minor text corrections in paragraphs 2, 5, and 7.

EA moved to adopt the revised cash receipt policy with the minor text corrections, seconded by DW and passed unanimously.

d) 2020/21 CIP potential requests discussion

LF distributed a list of all the CIP projects approved at town meeting. Trustees need to review the CIP and determine a plan for 2021. Trustees can amend any of the CIP requests until the CIP begin deliberations.

Reminder that trustees can use the emergency fund money since trustees are the agents for that money. All other funds must be voted on through town meeting before the expenditure can be made.

There was discussion regarding the HVAC system and the R22 coolant that is phased out in 2021.

Two main decisions need to be made before CIP and should be discussed at the 6/12 trustee meeting:

- 1- Do trustees want more money in emergency fund?
- 2-Do trustees want to add more to library maintenance fund?

e) Request from Bow Rotary to close Lower Level for public event

Received email from Bow Rotary requesting to close lower level of the library to the public during a June event. The June event is open to the public and has proposed dates of 6/14 or 6/20. Library staff has communicated twice with Bow Rotary seeking additional details regarding the need for the lower level closure and the email for the trustees is what was received. The email noted a reservation time of 4:30 to 8pm, all inclusive.

EA, as also a member of Bow Rotary, added additional detail, though he abstained from voting, and noted that this annual event has been held at the library for the past few years and the lower level was not closed during their event. There are a lot of members of the public invited to attend this meeting.

Trustees discussed this at length in an effort to find the reason for the need to close the lower level.

DW moved to deny the request to close the lower level for this meeting and for Rotary to be informed that the 6/14 should be the less busy night at the library to help Rotary's planning, seconded by JW and passed unanimously with EA abstaining.

f) Staff attendance at future trustee meetings?

LF raised the question as to whether it would be useful to have library staff attending the trustee meetings during the interim period before the new director starts. She suggested that it would probably be Betsy because she is here during the nights anyway and she handles the accounts payable and building issues. There was discussion on who that leaves upstairs if Betsy comes down to the trustee meeting and a proposal that any issues involving Betsy be scheduled for the first of the meeting. Trustees reiterated that this is just an opportunity for Betsy to touch base with the trustees.

Regarding other staff roles for trustee meetings, Amy will send stats to MV; Amelia will contact EA with meeting requests that require trustee approval and EA will contact MV to put it on the agenda; JW will provide the draft minutes from the previous meeting; MV will draft the agenda and send to all trustees.

g) Additional business

MV moved for DW to chair the 6/12 meeting since DW will be calling in, seconded by JW and passed unanimously.

DW and LF will work together to determine whether LF needs to attend the 6/12 meeting to assist with the close of the fiscal year information.

LF gave an update on the most recent building maintenance in that the elevator was inspected, the sprinkler system was disconnected from the sewer and will be tested.

LF reported that she had not received any update from the town attorneys.

The trustees asked for an update on the search for the new director. JW reported that the recommended search committee had been assembled and all had been communicated with that a meeting would be scheduled at the end of May before interviews begin. LF reported that the job ad was posted on the NH and New England library job boards as well as on the library website.

7. **Public Comment** None

8. **Adjourn** The meeting was adjourned at 6:41 PM.

Submitted by,
Jennifer Warburton