

**Baker Free Library Monthly Trustees' Meeting
Wednesday June 12, 2019 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Dave Withers (DW), Benette Pizzimenti (BP), Marc Van De Water-telephonically (MV), Jennifer Warburton (JW), Eric Anderson (EA), Betsy Mahoney (BM).

1. **Meeting called to order at 5:16** by DW
2. **Update from Betsy Mahoney**
 - a) Maintenance on the building has been completed. Elevator maintenance, carpet cleaning, window cleaning, heating zone repairs, and sprinkler connection.
 - b) Bow Plumbing warned that the drain pan in one attic air-conditioner unit is rusting and may trigger automatic shut down if sensor is activated by any debris from the deterioration. Reminded that lining the pan is not an option because the drain pan is integrated with the unit. Whole unit will need replacement if shutdown occurs or taken off line.
 - c) Summer reading kickoff party is ready. Staff recruited volunteers to help because staff time off requests. Many local businesses supporting library through donated gift certificates that total over \$1000. Kickoff party will be 6/21 at 4pm. Businesses who made donations are being recognized on social media, program materials sent to participants, and signage at events.
 - d) Staffing issues
 - i. All staff handling assigned tasks in Lori's absence.
 - ii. Madeline Lessard accepted to St. Paul's summer program and is requesting leave of absence for the duration of the program which will last the summer.
 - iii. Hunter David (Library Page) leaving at the end of the summer creating another vacancy. He works 2 evenings per week and every other Saturday.
 - iv. Deb Barlow has resigned as Library Assistant, effective 7/3/19. Discussion regarding whether to move on replacement now or wait for new Director. Deb will help as substitute as needed.
 - e) Picture Book area is being revamped, repurposing center fixture into two shorter units on casters to create a more inviting area. Betsy contacted Phytex on River Road and they are providing the millwork, as they did last year for three "new book" units by front entrance.
 - f) Juliana attended the town Department Head Meeting and provided a report
 - i. Budget season will be condensed into smaller time period, beginning in October with first presentation to selectmen on Saturday, Nov. 16
 - ii. New town personnel policy adopted on June 11.
 1. Vacation changed from weekly rate to hourly rate
 - a. 0-5 years of service=.0325 hours with maximum accrual 160 hours
 - b. 6-14 years of service=.0577 hours with maximum accrual 240 hours
 - c. 15-19 years of service=.0769 hours with maximum accrual 320 hours
 - d. 20+ years of service=.0962 hours with maximum accrual 400 hours
 2. Sick time accruals = .0577 per hour with maximum accrual 720 hours
 - iii. Library personnel policy

1. Library accrual rates in line with town rates
 2. Current library carryover rate is maximum of 3 days vacation carryover. If more, employees have to ask trustees for exemption to carry more but that exempted time must be used
 3. DW suggested trustees should review library personnel policy to discuss bringing it in line with town policy
- iv. Holiday pay policy
1. Juliana asked Geoff Ruggles about proper holiday pay procedures that happens for library employees not scheduled to work on a holiday, for example library staff who work Tuesday to Saturday so never get the benefit of the paid holiday. Geoff suggested that there are two standard options:
 - a. Employee can work their standard schedule but be paid the extra 8 hours for the holiday, OR
 - b. Employee can take a different day off to get the benefit of the holiday - this is town's preferred method

3. **Review/Approve May 8 and May 22, 2019 Minutes**

Reviewing the May 8 Minutes.

MV noted one typo on page 2, Section 4, the digital service is spelled Kanopy with a "K." JW noted another typo on page 4, Section 6.d., word should be "fund" instead of "fun."

EA moved to approve the May 8, 2019 minutes as edited, DW seconded, and the minutes were approved with BP abstaining.

Reviewing the May 22 Minutes

DW moved to approve the May 22, 2019 minutes as written. BP seconded, and the minutes were approved with EA abstaining.

4. **Treasurer's Report:**

a) May 2019 general account report

DW reviewed the MW 2019 monthly budget report. DW noted that we right where we should be for May and budget should be close to zero by the end of June so that there are no or minimal monies to carry forward to the next fiscal year.

DW again reminded that the Training line item was still high because the NHLA reimbursement still has not processed. The payment has arrived and been deposited but has not yet hit the reports.

EA asked about benefits line at 96.61%. DW offered to check whether that is due to pre-payment for benefits but EA said that would not be necessary.

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

b) May 2019 RSA & Special Expenditures Reports

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

DW reviewed the May 2019 RSA account, noting that the large deposit in Miscellaneous because of the \$2255 deposit for Lori's training reimbursement. No checks on either account this month. Passports still bringing in over \$1200 per month.

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

c) Library Credit Card

DW reported back on his investigations regarding getting a credit card for the library that is not connected to the librarian's personal name and credit. DW inquired with Merrimack Savings and they said that they themselves don't issue credit cards but work with a company in Laconia. That company requires a person's name and credit to issue the card, won't issue one just in name of the library.

DW also talked with Geoff about how the town handles it. Geoff invited library to work through town to get library credit card. DW said that bill would go to town and library would have to pay town and while this is not optimal DW recommends this is better than having director use own credit and name for the library credit card.

DW moved for approval to work through town to set up new director on a town credit card once we have a new director in place. EA seconded. Vote unanimously approved.

5. **Director's Report**

a) May 2019 Stats summary

Informational since no director to summarize and answer questions.

b) Town Department Head Meeting Update

See above in Section 2.f update from Betsy as she presented the report from Juliana.

6. **Old Business**

a) Update on BOS/SAU minutes

EA provided thorough review of BOS minutes

b) Update Trustee Calendar

JW neglected to send this calendar to MV to update and review for this meeting.

c) Review draft of by-laws change

JW neglected to send the updated by-laws to MV for review for this meeting and will be added to agenda for next meeting in July or August.

d) Update on Director Search

Director search committee re-opened the position with modifications to the job ad. New applications will be reviewed as they are received with position closing on 6/28.

e) Update on Logo Subcommittee

Next meeting for logo review is 6/18. BP raised the issue of the tagline. Noted that it may be best to stay flexible on the tagline and go with a tagline that fits the logo design best.

f) CIP Request

This will be added to the agenda for the 6/18 meeting to determine whether additional funds need to be requested in July.

g) Update on Roof Litigation

Non-public session

7. **New Business**

a) Grass Height on Memorial Day

Grass was tall on Memorial Day. Crews arrived the next day and worked on the library grounds.

b) Trustee Meeting in July?

Plan is to schedule Trustee Meeting as needed to continue to help director hiring process continue to proceed. All trustees are to send dates to MV for when they are unavailable to meet in July and MV will attempt to schedule any needed dates when the most trustees are available.

8. **Public Comment** None

9. **Adjourn** The meeting was adjourned at 6:35 PM.

Submitted by,
Jennifer Warburton