

**Baker Free Library Monthly Trustees' Meeting  
Wednesday August 14, 2019 in the Welch Meeting Room**

**DRAFT MINUTES**

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

1. **Meeting called to order at 5:16** by MV

2. **Review/Approve Previous Minutes**

Reviewing 6-12-19 draft minutes. BP's last name spelled wrong. Item 4 Treasurer's Report, need to change DW to EA.

EA moved to approve 6-12-19 minutes as corrected, DW seconded and minutes unanimously approved.

Reviewing 7-8-19 draft minutes. BP's last name spelled wrong. Item 2(c), add amount of \$100 instead of using word "generous." In last sentence of Paragraph 4, change "incorporated" to "incorporate."

EA moved to approve 7-8-19 minutes as corrected, BP seconded and minutes unanimously approved.

Reviewing 7-31-19 draft minutes. BP's last name spelled wrong.

EA moved to approve 7-31-10 draft minutes as corrected, DW seconded and minutes unanimously approved.

Reviewing 8-1-19 draft minutes. MV will make corrections.

EA moved to approve as corrected, DW seconded and minutes approved on unanimous vote by DW, MW, and EA. BP and JW abstained.

3. **Betsy's Report**

a) Staffing

Interviewed page and moving forward with offer by end of the week. Also has been interviewing for Library Assistant position but may put that on hold until new director arrives. Staff is stretched thin but hanging in there until new director arrives.

b) Bow Falcon Hockey

Library received a fundraiser request from Bow Falcon Hockey. They are requesting to use the library on February 7, 2020, or for the alternative date of January 31, 2020. The fundraiser will serve alcohol and will be attended by approximately 50 adults. The group will get the required insurance.

DW moved to approve Bow Falcon Hockey's request to hold their fundraiser on February 7, 2020 or the alternate date of January 31, 2020 and serve alcohol, contingent on meeting all requirements in the library policy. EA seconded and unanimously approved.

c) Drain issue in Air Conditioner Unit Still Pending

The overflow to the air conditioner drain pan is not connected to an actual drain pipe. The drain pan is about 20 ft long and cannot fit out through the access. The drain is going to be connected to a drain pipe.

d) Voting on Logo

The public has been voting on the new logo options. At the time of the meeting, the vote had the blue logo in the lead. The comments to library staff are positive on the logo design.

e) Invoice for Eva

We received an invoice for the first portion of the contract with Eva Ruutapold in designing the new library logo. The invoice is for \$1260. The rebranding portion of the contract is still to come where Eva works with staff to put the logo on e-newsletters, letterhead, fliers, and more.

DW moved to authorize payment of \$1260 to Eva; BP seconded and unanimously approved.

f) June 2019 Stats Summary

Circulation was up overall. Betsy believes the increases for children's books is due to the reorganization of the picture books into categories such as putting all animal picture books together to help kids find the picture books on their interests.

The electronic collection is growing. Foreign language lesson usage jumped after Amelia's advertising push on social media. Computer use is down. Discussion on whether to use the word "individuals" or "sessions" on the stats chart in the computer usage section.

g) July 2019 Stats summary

Circulations up again for kids. The door traffic is slower but that can be typical for July. Program attendance down from 2018 because there was a very large 2018 program done in conjunction with the school that is reflected in that 2018 number. Amelia making progress with teen programs and has a full slate of teen programs planned for the fall.

h) Meeting Rooms

The meeting room clean up procedures is working and room users are helped to better understand the clean up requirements.

4. **Treasurer's Report:**

a) June 2019 General Account Report

The library ended June with \$40,000 unspent. The bulk of that was from personnel underspending. Something similar to this happened approximately four or five years ago also and when the Board contacted the town to return the money to the town, the town told the library to roll the money forward to the next fiscal year for library use. DW is going to look through director records and talk to Geoff on how the town would like us to handle the \$40,000.

Trustees discussed that the needed generator will cost \$32,000 and the excess \$40,000 may be useful for that necessary expenditure.

Trustees also discussed that because of income-generating services such as passport services and meeting room rentals, the library has higher potential to run surpluses.

EA moved to approve June General Account report noting the total expenditures of \$465,488.61 for fiscal year 2018/19. Seconded by BP and passed by unanimous vote.

b) June 2019 RSA & Special Expenditures Report

DW reviewed the June 2019 RSA and Special Expenditures report. June receipts were deposited in July so are not reflected here. DW noted the erroneous \$50 deposit on the report.

EA moved to approve the June 2019 RSA and Special Expenditures report. Seconded by BP and passed by unanimous vote.

c) July 2019 General Account Report

DW reviewed July general account report, noting that the reimbursement for Lori's travel was processed and reported.

After concerns from EA that the report format does not include the carry-over amounts from the previous month, DW will work with Abe to modify the monthly report format to show monthly carry-over amount and monthly town deposit.

EA moved to approve the July 2019 General Account report. Seconded by BP and passed by unanimous vote.

d) July 2019 RSA & Special Expenditures Report

DW reviewed the July RSA and Special Expenditures report, noting that the quarterly reimbursement to the general fund was made for \$6897. This was the money collected in previous quarter and is now being transferred to the general fund.

JW moved to approve the July RSA & Special Expenditures report. Seconded by EA and passed by unanimous vote.

5. **Old Business**

a) Update on BOS/SAU/CIPC

DW updated the Board on Bow news and issues.

Request to update library CIP was sent to Geoff and Geoff doesn't need anything more for now.

b) Update Trustee Calendar

Trustee calendar was updated through the December on which board member will prepare the updates on town business. MV will take September, BP will take October, EA will take November, and JW will take December.

c) Staff Vacation Policy

This issue moved to September meeting.

d) Review draft of by-laws change

The changes previously discussed for section 4 and 5 have been incorporated.

EA moved to accept the by-laws with the incorporated changes to sections 4 and 5. BP seconded and passed by unanimous approval.

There was additional discussion about the word "new" in paragraph 1 and the Board's understanding that this word does not override the town rules for municipal elections by preventing a current library trustee from running again to remain a library trustee.

6. **New Business**

a) Foundation Update

Foundation would like to use the new library logo and add the word "foundation" to the logo for official library foundation use. This item will be moved to the October board meeting to discuss after Martin begins and can give input.

Chris Carey will be chairing foundation fundraising.

b) Draft 2020/21 FY Budget

DW will correct the directory salary and COLA numbers on the budget spreadsheet. DW will also get updated electricity and fuel cost numbers from the town.

There was a question regarding whether we can use RSA money to pay \$3100 for the copier lease. DW will check on limitations on the RSA money and what needs to happen for RSA money to be used to pay copier expenses.

7. **Non Public Session**

a) Moved to executive session at 6:45pm

b) Pursuant to statutory reasons of:

X (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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.

X (b) The hiring of any person as a public employee.

X (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to 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.

X (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

c) Roll call vote to move to non public session:

- i. David Withers Yes
- ii. Benette Pizzimenti Yes
- iii. Marc Van De Water Yes
- iv. Jennifer Warburton Yes

v. Eric Anderson Yes  
d) Returned to public session at 7:26pm

8. **Public Comment** None

9. **Adjourn** The meeting was adjourned at 7:27 PM.

Submitted by,  
Jennifer Warburton