

**Baker Free Library Monthly Trustees' Meeting
Wednesday September 11, 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), Betsy Mahoney.

1. **Meeting called to order at 5:18** by MV
2. **Betsy's Report**
 - a) Owen has started and is doing well.
 - b) No updates on broken air handler. The fix planned for the drain pan is not workable. Waiting to hear new repair plan from Bow Plumbing.
 - c) Fall programming has started and we are seeing an increase in teens coming in.
 - d) Natural Gardening event planned. They have proposed a small rainwater garden with native plants to utilize rainwater with goal to preserve and conserve. Should be minimal work to library staff. Will be located by catch basin drain. Should require no maintenance. Betsy supports this proposed garden.
3. **Review/Approve Previous Minutes**

Reviewing 8-14-19 draft minutes. Remove duplicate "from" on page 3 Paragraph C.
Added RSA reason(s) for non public session.
EA moved to approve as corrected, DW seconded and minutes approved on unanimous vote.
4. **Treasurer's Report:**
 - a) August 2019 General Account Report

Updated the report to show the balance in the account.

Spending is on track for where it should be at this point in the fiscal year. Individual account item credits are carryover credits from received reimbursements.

DW worked with Abe to add a line to reflect the 1/12 allotment to the reports but significant changes to the reports will be difficult.

BP moved to approve August 2019 General Account Report; JW seconded and report approved on unanimous vote.
 - b) August 2019 RSA & Special Expenditures Report

Only coffee money deposited in the Special Expenditures account.

In the RSA account, the August deposits are the July collections.

EA moved to approve the August Special Expenditures Report and the RSA report; BP seconded and reports approved on unanimous vote.
 - c) Update on Excess Funds

Four years ago, in 2015, there were excess balances carried over from the previous fiscal year. Attorney Paul Fitzgerald with Wescott Law worked with Robert Blanchette, the then Bow Finance Director, and issued a letter dated September 2, 2015 regarding the excess balances carried forward. The letter advised that excess funds from a previous year should remain in the Baker Free Library accounts for use by library trustees. DW has raised this same issue with Geoff and Geoff advised that he agrees with continuing with the guidance from the September 2, 2015 letter and leaving the excess funds from fiscal year 2018-19 in the library account for use by the library trustees. DW provides copies of the September 2, 2015 letter to the board for review.

5. **Statistics**

a) August 2019 Stats Summary

Juvenile book circulation are up. Year-to-date circulations are up and that may be because of the success of the summer reading program. The digital collection is also contributing to increases.

Program attendance is down a little.

Meeting room use is very busy with some nights all rooms are in use. Checking in with BP and the mahjong group BP reported that parking became too big of a problem for her group so they left BFL and have moved their group to Concord City Wide Community Center. EA noted that trustees need to consider a CIP to investigate acquisition of land to support growth of library programs.

6. **Old Business**

a) Update on BOS/SAU/CIPC

MV gave town update on BOS/BDC/SAU/CIPC minutes.

b) Staff Vacation Policy and Holiday Time

From the 6/12/19 minutes regarding the issue of the new town personnel policy regarding vacation time, the library trustees need to deal with two main issues.

The first issue is the amount of vacation that can be carried over from year to year and the second is the amount of time they have to use it. Currently the library staff is limited to a very small amount of carryover and have a very small window to use it. DW and Betsy will outline at the next meeting the current town policy to assist the trustees in updating the library staff vacation policy.

Another issue is the library holiday time policy is different from the town policy. The main issue with the library holiday time policy is that staff who work the Tuesday to Saturday work week are eliminated from any benefit of the paid holidays on three-day weekends where the Monday is the paid holiday. DW and Betsy will also outline the holiday policy in use by the town to assist the trustees in updating the library staff holiday time policy.

7. **New Business**

a) Draft 2020/21 FY Budget

The 9/9/19 spreadsheet circulated at the board meeting is the most current budget. The first page of the spreadsheet pulls numbers that are detailed further on the subsequent pages of the spreadsheet.

The spreadsheet has been updated to reflect:

- updates from Geoff on the benefits increases
- Director line updated for Martin's salary
- COLA numbers adjusted
- Group medical updated to reflect the 12% increase from last year's numbers that Geoff wants shown on the budget
- Group dental updated to reflect the 2% increase from last year's numbers as requested by Geoff
- Worker's Comp updated to the 5% increased requested by Geoff
- General Expenditures for gas and electricity increased by 3% each as requested by Geoff
- This leads to a total proposed budget of \$529,003, an increase of 1.5% from last year's total budget of \$521,000.

The budget process timeline is as follows:

- October 21 - Department budgets are due to Geoff
- November 16 - Town budget overview meeting
- Early January - Full Budget Committee review

EA moved to approve the 2020/21 proposed budget as denoted on the 9/9/19 spreadsheet, subject to adjustments at October meeting; BP seconded and passed by unanimous vote.

- b) Read letter from Mr. and Mrs. Lord
- c) Read email from Chief Lougee asking for information on Bow resident who reserved meeting room on 9/22. Pursuant to RSA 201-D:11, the trustees are restricted by law from disclosing such patron information.
- d) Joyce asked for library minutes of non-public session just in case an auditor needs them. Trustees decided to keep the minutes and will provide to an auditor if requested.
- e) Received cards from Abe and from staff
- f) Town Code of Ethics - will impact trustees
- g) EA encouraged everyone to look at the new photo display at the library.
- h) EA noted that the Heritage Commission will be making a request to use another room at the library.

8. **Logo Subcommittee**

BP motion to approve the blue version of the new logo design; EA seconded and passed by unanimous vote.

Portion of the original quote included branding assistance from Eva, including designing letterhead, business cards, envelopes, etc.

Eva provided a style guide to help keep the branding clean and uniform. This includes guidance on how the logo should not be modified.

Staff has authority to work with Eva to develop the necessary items for branding.

Signage will be our next focus. BP will talk to Bovie regarding their sign and options.

Staff and trustees will gather the necessary steps to have a formal rollout for the new logo for when the website, letterhead, and e-communications all switch to the new logo in a coordinated rollout rather than trickling out.

9. **Non Public Session**

- a) DV Moved to go to executive session at 7:05pm; seconded by EA
- b) Pursuant to statutory reasons of:

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

- 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 7:24pm

- e) EA moved to seal nonpublic session minutes until September 2020; seconded by DW and passed by unanimous vote.

10. **Public Comment** None

11. **Adjourn** The meeting was adjourned at 7:26 PM.

Submitted by,
Jennifer Warburton