

**Baker Free Library Monthly Trustees' Meeting
Wednesday October 9, 2019 in the Upstairs Meeting Room**

DRAFT MINUTES

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

1. **Meeting called to order at 5:15** by MV
2. **Welcome to New Director**
 - a) Martin Walters began as new director of BFL on October 1.
 - b) Announcement in Bow Times
 - c) EA will give Martin a tour of the town
3. **Betsy's Report**
 - a) Amy started the new interlibrary loan system launched by the NH State Library. It is working well and Amy is filling many book requests.
 - b) There was a large, fun event with DAR at the library on October 8.
4. **Review/Approve Previous Minutes**

Reviewing 9-11-19 draft minutes. In Section 5, correct location that mahjong group moved to. Corrected to Concord City Wide Community Center instead of Concord Public Library.

EA moved to approve as corrected, DW seconded and minutes approved on unanimous vote.
5. **Treasurer's Report:**
 - a) September 2019 General Account Report

Consulting and legal expense line will be high all year.

EA moved to approve September 2019 General Account Report; BP seconded and report approved by unanimous vote.
 - b) September 2019 RSA & Special Expenditures Report

Very little activity in the RSA and Special Expenditures accounts.

Passports continue to produce income for the library. Currently BFL has four trained passport processors: Betsy, Juliana, Amelia, and Amy.

EA moved to approve the August Special Expenditures Report and the RSA report; BP seconded and reports approved on unanimous vote.
6. **Statistics**
 - a) September 2019 Stats Summary

Overall circulation up, juvenile book circulation are up again.

Meeting room use continues to be very busy but still manageable. Parking is still a problem and some room users have had to be asked to come out and move their cars to the overflow area so that there are parking spots for library patrons.

Martin will be evaluating how funds are used to help ensure that the library does not have unnecessary duplication between electronic and paper sources.

7. **Old Business**

a) Update on BOS/SAU/CIPC

BP gave town update and circulated the Town Manager Report.

b) Air Handler Unit Update

Bow Plumbing and Heating came and turned the broken unit on so heat could be used when needed. They reported that they do not have a workable solution to repairing the unit for air conditioning use without replacing the entire unit. They had an idea but it is not workable. Betsy will send MV's contact to Bob at Bow Plumbing for a walkthrough to better understand any possible paths forward to repair this unit.

c) Trustee Calendar

EA will give town update for November. JW will give town update for December.

d) Staff Vacation Policy, Holiday Time, and Sick Leave Compensation

DW and Betsy presented an analysis of the town's vacation accrual policy.

DW moved to amend the library staff vacation accrual policy to allow staff to carry forward 80 hours of vacation time and have the following calendar year to use the hours carried forward; BP seconded and passed by unanimous vote.

DW and Betsy next presented an analysis of the town's holiday policy and preference in handling staff missing paid Monday holidays due to their regular work schedule of not working on Mondays.

DW moved to amend the library staff holiday time policy to allow benefits-eligible employees who are regularly scheduled to not work on an otherwise paid holiday to take a different day off that week to get the benefit of the paid holiday; EA seconded and passed by unanimous vote.

DW and Betsy also presented an analysis of the town's sick leave compensation policy.

DW moved to amend the library staff sick time accrual policy to state that library staff may be entitled to receive compensation, at their normal base rate, of up to 40 hours of their remaining unused sick leave as long as the employee notifies their supervisor in writing at least two weeks in advance of their departure date and works the remaining

two weeks without using sick or vacation leave. This benefit does not apply in the case of involuntary termination; EA seconded and passed by unanimous approval.

e) Use of prior year unused funds

Martin will work with DW to prioritize library needs that can be purchased with the excess funds rather than requesting additional town funds.

f) 2020/21 Budget

Martin will review the proposed budget for any changes before it is submitted.

g) Logo Subcommittee Update

BP, EA, Martin, and Advantage Signs had a meeting about planning new exterior signs. Learned that zoning rules don't apply to library. There are a lot of issues related to the exterior signs that need to be investigated such as number of signs, location of signs, material for sign, durability of sign, town uniformity.

Regarding rollout of branding with the new library logo, library is aiming for a January 1 rollout of the new logo.

There was a discussion on whether the new signs could be ready by January 1 for the rollout. Discussed fundraising for the new signs and whether the Foundation could help with this fundraising. Also discussed asking Rotary for financial help with the new signs.

Logo subcommittee and Martin will work with sign companies on sketches and quotes.

Martin and library staff will work with Eva to get the branding items needed for the logo rollout. Martin will also work with Eva to set up a procedure for sub-entities such as Foundation and Friends to have a uniform logo for their entity.

h) Items to Bring to Board of Trustees

Betsy informed the trustees that Yoga NH canceled all of their 2020 reserved dates for yoga teacher training. These reservations were expected to bring in approximately \$8300 in library meeting revenue. They haven't canceled their 2021 dates yet. The free yoga classes Yoga NH provided for Bow residents will continue through 2019. There have been 3 to 9 people in attendance for the classes.

A library room is reserved for an engagement party. They contacted the library to request permission for alcohol for a champagne toast.

MV moved that the event can proceed and they can have alcohol if they follow the established policy for alcohol use at the library which is to have a TULIP event insurance policy; DW seconded. Vote was DW, BP, MV, EA voting aye. JW voted nay.

It is time for the BHS yearbook ad. DW moved to buy an 1/8 page ad in the BHS yearbook; EA seconded. Unanimous vote.

i) Update on Arsenault

Received a letter update from Merchants Insurance.

j) Foundation Update and Request

EA updated the board that a solicitation letter is going out to approximately 250 individuals and companies. Letter will go out before December 3. They have a procedure set up to accept walk-in and mail-in donations.

k) Space Usage Foundation

The library expects to receive request from three group who want to use space for storage and/or office space. The library expects to the requests to come from the Heritage Commission, library Foundation, and library Friends.

8. **Public Comment** None

9. **Adjourn** The meeting was adjourned at 7:02 PM.

Submitted by,
Jennifer Warburton