

**Baker Free Library Monthly Trustees' Meeting
Wednesday February 20, 2019 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Christine Carey (CC), Marc Van De Water (MV), Benette Pizzimenti (BP), Jennifer Warburton (JW), and Lori Fisher (LF).

ABSENT: David Withers (DW)

1. **Call Meeting to Order:** 5:00 PM by CC
2. **Review/Approve January 9, 2019 and January 15, 2019 minutes:**

The Trustees reviewed the minutes of the January 9, 2019 Trustee's meeting.

Upon a motion made by JW, and seconded by MV, the minutes were approved, with the exception of BP who abstained as she had not been present for the meeting.

The Trustees reviewed the minutes of the January 15, 2019 Trustee's meeting.

Upon a motion made by MV, and seconded by BP, the minutes were unanimously approved.

3. **Treasurer's Report:**
 - a) **January 2019 general account report:**

LF then reviewed the January 2019 monthly budget report. LF noted that budget needed to be corrected to move items from Preservation into Training, resulting in a substantial overstatement in the Preservation line item. LF will have the issue corrected. Otherwise LF stated the budget was at or ahead of the year-to-date budget.

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

- b) **January 2019 RSA & Special Expenditures Reports:**

LF reviewed the January 2019 RSA and Special Expenditures report, and noted the only issue was a deposit being incorrectly shown in the RSA account, which LF will have corrected. LF noted that there were 76 passports processed resulting in \$2,660 in revenue, the volume requiring the Library to stop the prior drop in policy in favor of appointments.

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

4. **Director's Report**

a) January 2019 Stats summary:

LF then reviewed the January 2019 statistics, noting that the numbers are on par, if not a little up. Usual drop in CD, DVDs, CD Music and increases in Hoopla, Overdrive, Burbio, Meeting Rooms usage, and Program attendance. The school outreach program has been successful in increasing teen program attendance. LF noted there was a drop in Transparent Language, which she will make an effort to promote.

b) Town Dept Head meeting update:

LF noted there were no department head meetings to discuss.

c) Building Maintenance issue update

LF stated that there is an ongoing issue with clogged downstairs toilets due to patrons flushing paper towels, which is expensive as a plumber has to be called to remedy the problem. LF is getting quotes to have hand dryers and auto shut offs installed. This solution alleviated the prior same problem with the upstairs bathroom which hand auto shutoffs installed 4 years ago and hand dryers installed 2 years ago. LF is looking to have the repairs done this year.

d) Hotspot devices from SAU 67 update:

LF will be meeting this coming Friday to move forward with the hot spot devices, and hopes to have them in circulation in March.

5. **Old Business**

a) Update on BOS/Budget Committee minutes:

CC stated that there were no minutes posted yet. LF stated there was nothing significant, and that the Budget Committee meeting took only 8 minutes.

LF mentioned that Mark Levin will be stepping down from the Foundation.

b) Recap of Budget Committee Public Hearing/Town Meeting prep:

LF stated the Library Warrant articles will be approved by the Budget Committee.

c) Logo subcommittee report:

The logo subcommittee will meet on March 20 with the designers @5:15 PM, and that the Trustees need to attend to have a quorum. LF has spoken with 8 designers, one of who

was doing other types of work, and 3 of which bowed out due to work commitments. LF anticipates receiving 4 quotes.

d) Old Library roof subcommittee report:

MV to contact Dave Stack directly to get OK to proceed and circulate a draft letter before sending same out.

e) Follow-up: Fundraising for Summer Reading events:

LF and the Trustees reviewed the excellent 2/20/2019 Notes on the 2019 Summer Reading Program prepared by Youth Services Librarian Juliana Gallo. CC to meet with LF to go over a to do list, and to circulate a call list. LF stated checks should be payable to the Baker Free Library, Sponsors can put Summer Reading in their check memo section, and callers need to obtain a name and address for LF to be able to send Thank You notes, and that callers should have Sponsors email LF their logos. LF stated Sponsors would have their logos appear on the Library website, flyers, posters and e-news.

f) Update on inquiry to Town attorneys re: alcohol & meeting room agreement:

The Town attorneys still have not responded to LF.

g) Review/approve employee sick leave policy:

The Trustees reviewed the sick leave policy.

Upon Motion made by JW to approve the sick leave policy, and seconded by MV, all of the Trustees voted in favor of approving the Motion.

6. New Business

a) Request for 2019-2021 meeting room rental rates approval—Yoga NH:

LF receive dates from Yoga NH for October through May, who is seeking to keep the same terms for the next two years as to rate and offering a free class. LF noted that the Library received \$5,655 in rent from Yoga NH over the past year, and projected a slight decrease to \$4,596 as Yoga NH had discontinued a partnership with another program. LF stated the Yoga NH program has been a success, and that the participants like it very much. LF explained the proposed dates are available, and that the Yoga NH program does not conflict with anything similar from Parks and recreation. LF recommended agreeing to the proposal.

Upon a Motion made by MV, and seconded by JW, the Yoga NH proposal was unanimously approved.

b) Request for meeting room alcohol use--Kiniry:

LF stated Ben Kiniry wished to reserve a meeting room to throw a birthday party for his wife at which he wishes to serve alcohol. Ben provided LF with all of the details. There would be approximately 30 adults and 30 kids. Because children will be present, Ben has arranged for 2 Rotarian trained servers to be in charge of serving alcohol. LF stated we have not required a police officer to be present for such events in the past. LF stated Ben will have tulip insurance in place.

MV made a Motion, seconded by JW, to approve the request, subject to LF obtaining proof of tulip insurance. All of the Trustees voted in favor of the Motion.

c) Amend Non-Profit Meeting Room Policy to add housekeeping deposit for non-profit private events: Review/approve Meeting Room Clean Up Checklist:

LF reviewed the proposed changes, the proposed checklist, and the \$50 deposit for private events only.

JW expressed concerns about the practical implementation.

CC raised concerns about future use if the user did not clean up in accordance with the clean up policy.

BP discussed her Mahjong group and the terms concerning the rest rooms.

LF stated she does not want to make an exception for any group.

JW wanted to be sure groups would be given advance notice.

LF stated she will email all current reservation holders.

MV discussed and summarized the proposed changes to the Checklist: 1) insert "the lower end" between "Checking" and "rest", and insert "when the library is closed" at the end of the same sentence; 2) insert in last check box line after "handicap ramp doors "if using the Library after hours"; 3) insert lines at the bottom for a contact email and phone number.

MV moved to approve the Meeting Room Clean Up Checklist as amended, and JW seconded the Motion. All Trustees voted in favor of the Motion, other than BP who abstained.

LF and the Trustees reviewed the proposed amendments to the Non-Profit Meeting Room Policy. JW suggested changing PRIVATE event amendment language to insert "if facilities are left clean" after "deposit check".

MV moved to approve the proposed amendments to the Non-Profit Meeting Room Policy as amended, and JW seconded the Motion. All Trustees voted in favor of the Motion, other than BP who abstained.

d) Review/approve Trustees as Volunteers policy

LF and the Trustees reviewed the Trustees as Volunteers Policy and made no changes

e) Review/approve Board Ethics policy:

LF and the Trustees reviewed the Board Ethics Policy and made no changes.

f) Review/approve Unattended Children Policy:

LF and the Trustees reviewed the Unattended Children Policy and made no changes. LF stated that there have been no issues, and when necessary the Bow PD has been called and they have come and picked up the child.

LF will update the bottom of each of the reviewed policies to update the date of the most recent review.

CC gave out Trustee Resource Books. Thanks to CC.

7. Public Comment

Eric Anderson, the unopposed candidate for CC's open Library Trustee position, greeted the Board, and expressed he was looking forward to working with the Board. There was no other public comment.

8. Non-Public Session:

N/A

9. Adjourn

The meeting was adjourned at 6:07 PM.

Submitted by,

Marc L. Van De Water