

**Baker Free Library Monthly Trustees' Meeting
Wednesday March 13, 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).

TELEPHONIC: David Withers (DW)

1. **Call Meeting to Order:** 5:17 PM by CC
2. **Review/Approve February 20, 2019 minutes:**

The Trustees reviewed the minutes of the February 20, 2019 Trustee's meeting. On Page 1 delete "January 9, 2019" from heading; Page 2 correct "20019" to "2019" ; on Page 4 the word "reserve" was to be added in Section b, first line between "to" and "a"; on Page 5, Section f), correct "Thank" to "Thanks". LF will make the changes.

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

3. **Treasurer's Report:**

a) February 2019 general account report:

DW then reviewed the February 2019 monthly budget report. DW noted that the Training item was high pending NHLTA reimbursement of approximately \$2,000 for LF which will come in in April. Otherwise DW stated the budget was at or ahead of the year-to-date budget.

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

b) February 2019 RSA & Special Expenditures Reports:

DW reviewed the February 2019 RSA and Special Expenditures report. DW noted \$500 of the \$517.50 special expenditure was for reimbursement, and the balance was coffee money.

DW stated the RSA account receipts were normal, and that the BFL deposit error had been fixed.

CC asked about the Miscellaneous income of \$1,979.85 which LF explained is from NHLA for ALA expenses, and was put in Miscellaneous as there is no separate line item.

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

c) Accept \$200 donation in memory of Russell Page

LF explained the Russell Page donation of \$200 was made in his memory by a family member.

Upon a Motion to accept the \$200 donation made by MV, and seconded by JW, the Motion was unanimously approved and the donation gratefully accepted.

4. Director's Report

a) February 2019 Stats summary:

LF then reviewed the February 2019 statistics, noting that the numbers are on par, and a little low in circulation. LF noted Music CD's started going out again, and Juvenile Fiction is up. The Electronic Collection is up 16% for Hoopla, and 19% for OverDrive. Transparent Language is down 72%. LF noted there was a drop in Transparent Language, which LF says is cyclical, and she is making an effort to promote heavily. Usual drop in DVDs, CD Audio. Internet Computer usage was down. Program attendance was up 9%. LF pointed out Meeting Room usage is up 36%.

b) Town Dept Head meeting update:

LF noted there were no department head meetings to discuss.

c) Staff brainstorming to assist with various Meeting Room issues

LF stated that Juliana revised the Meeting Room info on the website.

LF reviewed the updated parking map.

d) Reminder LF in DC 4/8-4/10 for ALA Policy Corps:

LF explained she will be in DC from April 8 until April 10 for an ALA Policy Corps meeting.

5. Old Business

a) Update on BOS/Budget Committee minutes:

LF stated the Town was doing some renumbering, and renaming a road. People were upset at the public hearing.

b) Logo subcommittee report:

The Trustees will meet on March 20 with the two finalist designers @5:15 PM.

c) Old Library roof subcommittee report:

MV stated he had met with Dave Stack, and was awaiting his OK to proceed.

MV had circulated a draft letter prior to the meeting.

Any Trustee comments will be given to LF before the March 20 meeting.

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

CC stated she had reached out to 4 people, and feels good about them as prospects. CC will keep the Board updated. CC stated the Foundation has agreed to accept money from MCSB.

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

MV noted that he had mentioned to Dave Stack that the Town attorneys still have not responded to LF.

LF stated she will reach out to Harry Judd.

6. New Business

a) Request for meeting room alcohol use—Cobb Hill Construction:

LF stated that Cobb Hill Construction, who the Library used for the lower level renovation, requested using a meeting room for free with alcohol to be served by licensed outside caterers. LF stated they are aware of the parking, and have signed a Meeting Room agreement.

Upon a Motion to approve made by BP, and seconded by MV, the Motion was unanimously approved.

b) Constellation Electric rates:

LF stated she received an email from Geoff Ruggles about locking in the electric rate. Constellation, the Library's current provider, is offering an April 19 through December 20, 2019 rate of .0772 per KW hour, better than the current .0996 rate.

Upon a Motion to approve made by MV, and seconded by JW, the Motion was unanimously approved.

c) Request for pre-7am meeting room use—Into the Light Foundation

LF stated Sue Gagnon, for the third year, wished to a meeting room for the 5K run. LF needs the Trustee’s OK as the use would start before 7 AM. LF explained there have been no problems in the past.

JW made a Motion, seconded by MV, to approve the request. All of the Trustees voted in favor of the Motion.

d) Review/approve Public Posting Policy :

LF stated there were no changes or issues. LF will note that the policy was reviewed 3-13-19.

e) Review/approve Digital Sign Policy :

LF stated there were no changes to or issues with this policy either. LF will note that the policy was reviewed 3-13-19.

f) Review/approve Social Software Policy :

LF stated this policy was previously vetted by counsel, and has been used by other libraries as a template. Policy was pre-Snapchat. LF stated there were no changes. LF will note that the policy was reviewed 3-13-19.

7. Public Comment

None

8. Non-Public Session:

None

9. Adjourn

The meeting was adjourned at 5:59 PM.

Submitted by,

Marc L. Van De Water