

**Baker Free Library Trustees' Meeting**  
**Tuesday, November 14, 2023 at 5:13 PM, Baker Free Library**

**MINUTES**

**Present:** Director Martin Walters (Martin), Eric Anderson (Eric), Donna Deos (Donna), Bob Arnold (Bob) and Sheri Vincent-Crisp (Sheri).

1. **MEETING CALLED TO ORDER** at 5:13 by Bob
2. **NEW BUSINESS** (*taken up by Trustees out of order per Agenda; motion by Eric, second by Sheri and agreed upon unanimously*)

**HR Changes 2023-2024:** Discussion of job descriptions and revised job descriptions.

- a. With Sara's exit, and changes in staff, an opportunity to make the job descriptions more specific; shifting responsibilities as appropriate.
- b. Budget related: Technical Assistant remains in the budget for future flexibility.
- c. There remains a surplus, as Sara is a higher paid with benefits.
- d. Pay raises are not across the board but related to responsibilities and shifts.
- e. Posting of Job description on social media, library website and NH Jobline.

**Draft job description templates presented for review**

**Budget** to the Town of Bow on December 2, 2023: Operating line stays the same.

*(Bob Arnold left meeting due to previous commitments at 5:38 PM)*

3. **REVIEW AND APPROVAL OF DRAFT OCTOBER, 2023 MINUTES:** Moved by Donna, seconded by Sheri and unanimously approved.
4. **TREASURER'S REPORT:** Eric presented the budget.

**October 2023 General Account:** Review of the Monthly Budget Report – Eric explained year to date and General Account total budget bottom line is at 30.77 %, which is a good place to be in the current month. Noted, as in the past month, expenditures in building and grounds maintenance, telephone and postage were higher. Donna moved to approve, and Sheri seconded. Motion was approved .

**RSA and Special Expenditures Report**

The Special Expenditures Report is in good order. There is a total of \$27,232.06 in the two accounts. Passport earnings continue to be high. There were no receipts for Meeting Room rentals and Special Programs in October.

Sheri moved to accept the April 2023 RSA Special Expenditures Report; seconded by Donna and unanimously approved.

5. **DIRECTOR'S REPORT**

a. **October Statistics Summary**

- October 2023 Statistics Report shows a relatively steady circulation with Adult Circulations down .2%, and Juvenile up .2% . Reserves were down 13%.
- E-Resources showed the largest increase (72%) regarding Kanopy, followed by Overdrive (10%) with an increase (9%) for Hoopla. Languages saw a 24% decrease.
- Program Participants saw the largest increase in adults at 65% and a decrease in children's program participants of 1%.
- Site Use Statistics increased in October in terms of room rentals (up 22%), but Library visits were down 36%.
- October saw an increase in followers of 8%. Social media reach and engagement both saw decreases of 42% and 57% respectively.

5. **OLD BUSINESS**

**Generator:** R&T Scheduling and Preparation

**HVAC / Ceiling Tiles:** Six tiles have been done. Discussion regarding contractors to be engaged for this project:

- Stevens
- Bow Plumbing & Heating – draining pan issue to be addressed
- Granite State Plumbing & Heating

**Calendar:** Viewed calendar produced by the library staff – unanimous agreement it is beautiful – thank you Eric.

**Strategic Plan:** Content of the plan is not yet complete, perhaps to be ready for discussion at the December meeting.

**Landscaping:** Suzanne Smith Myers had suggestions for Landscapers – DeJohn, Tasker, Eastern Valley New Yard. Suggestions that hiring local might be preferred.

**Monuments:** Discussion regarding logistics of moving the monuments. Should we involve the military and perhaps make it a public event? To be investigated further for discussion.

**Trees:** Removed for the generator pad by the Town of Bow

6. **PUBLIC COMMENT** (none)

7. **MEETING ADJOURNED at** 6:25 PM - moved by Sheri, seconded by Donna

Respectfully submitted,

Sheri Vincent-Crisp