

**Baker Free Library Trustees' Meeting  
Tuesday, April 9, 2024 at Baker Free Library**

**APPROVED  
MINUTES**

**PRESENT:** Bob Arnold (BA), Eric Anderson (EA), Donna Deos (DD), Shari Vincent-Crisp (SVC), Matt Gatzke (MG), and Director Martin Walters (MW).

1. **Meeting called to order at 5:17 pm by BA.**

2. **Approval of March 15, 2024 draft minutes**

EA moved to approve the 3-15-24 Trustee meeting minutes. DD seconded. Hearing no discussion, the motion was approved.

3. **Treasurer's Report:**

a) March 2024 General Account

EA commented line items related to payroll are on-target at 66% and books, audio at 72%. Lines related to Building Maint. and Grounds and Consulting Legal Services continue to be high, but with overall expenditures at 68.44%, we are operating within budget. DD moved to approve the March 2024 General Account. MG seconded. Hearing no further discussion, the motion was approved.

b) March 2024 RSA & Special Expenditures Account

MW reported that a deposit of \$300 was from a NH Humanities grant. Passports, out-of-town fees and copiers usage continue to add revenue to the account. Total of \$33,452.63. MG asked how often funds are transferred to the General Account. MW indicated it is done three times a year if not quarterly. MG moved to approve the March 2024 Special Account. BA seconded. Hearing no further discussion, the motion was approved.

4. **Director Report**

a) March Statistics

- i. MW's report reflects that things are static or level with last month. Overall pleased with post-covid trends. Transparent Languages should expire in April. With Kanopy, it is difficult to discern number of clicks from number of actual videos watched. The stats shown for Adult during Jan-Mar do not reflect virtual participants due to participants from other libraries. Room usage are moving up with study rooms on the uptick. With social media, it is hard to say which marketing avenue is working better than another. MG asked if any further issues with custodial issues created by usage by outside groups using downstairs space.

b) Updates

- i. Christine is doing well and working with Julianna. Has been involved with arts & crafts programs.
- ii. Generator remains offline as R & T has not come by to bring the unit online. Internal wiring has been completed within the library space. Issues with knowing when they might arrive to work. Communication is not great with them. May consider other contractors once the generator is operational.

- iii. A large format landscaping plan will be created to display for the public to see what is planned. Work to begin in May. MG asked if there is a plan to ramp up public notification of the plan and when things will begin. The Garden Club to be made aware of the schedule, though it is not clear they are going to be involved with the new gardens, other than the window boxes. MW will speak to Suzanne about a lighting plan or proposal.
- iv. MW commented on the Strategic Plan and next steps. The booklets highlight the goals of the plan were printed and are available to public. MW will be meet regularly with staff to work on achieving the goals outlined in the plan.
- v. All of the eclipse glasses were given out. It brought in many people to the library to pick them up.

5. **Old Business**

6. **New Business**

- a) NH State Library Annual Statistics Report
  - i. MW presented his draft of the report. General discussion of various stats. The report will be available online soon. He referenced a change in how reference request are tallied and what constitutes a reference request.
- b) Board Composition
  - i. Vote: Since no change in trustee board members, all agreed to service in current roles.
  - ii. Ethics Policy: Trustees reviewed policy and provided signed and dated copies of the policy.

7. **Public Comment**

- i. No members of public in attendance.

8. **Adjourn**

- i. Meeting adjourned at 5:50 p.m. after a motion was made by SVC to adjourn. Seconded by DD. Motion carried.

Respectfully submitted,

Matt Gatzke

- ii. In the interest of the ongoing CIP discussion, MW had an HVAC firm come and evaluate the current system. They provided two quotes: \$200,876 - \$225,000 with the lower bid likely to repurpose certain system components. The elevator has been moved out beyond ten years in the future. Carpet replacement is most likely going to happen before HVAC and there are funds in the account for that replacement.
- iii. MW reported that one of the two parking lot lights is out. The cost to replace it is \$1459 which includes rental of a lift. SVC made suggestion to have them check both lamps and evaluate for replacement of the second unit if units are similar in age since the lift equipment will already in place.
- iv. A total of 35 people attended the holiday concert. 68 attended the Squam Lakes Science Center owl presentation. The Polar Express event drew 120 attendees.
- v. Calendar sales are ongoing and are on display at the entrance.
- vi. MW reported that Amy and Lauren will be assisting him with interviewing Sara's replacement and that one person is a strong candidate but they will be posting the job via other channels. The goal is to have someone report in January.
- vii. Staff photo will be taken for town report on 12/28 (Trustee photo taken prior to start of today's meeting.)
- viii. Two staff have paid vacation days that are over the total usually accrued. One has 72 hours to use and another has 46 hours. MW will encourage staff to take vacation time to bring carryover totals below 80 hours.
- xii. Sara's last day is Thursday, 12/21/23 and she will be feted with a lunch at 1:00 p.m.

9. **Old Business**

a) Strategic Plan

- i. MW presented a draft of the strategic plan which will next be produced in greater fashion for marketing of the plan.

10. **New Business**

- a) Trustee Photo: Photo was taken prior to start of the trustee's meeting.
- b) Town Annual Report – trustee segment needs to be composed by early January.
- c) 2024 Holidays and Early Closures: Trustees reviewed holidays as presented and via consensus agreed that the library will be closed on the day after Christmas in 2024.
- d) BA commented that no library staff attended the annual tree lighting ceremony. Would have been a great outreach opportunity.
- e) Meeting dates were set for first quarter of 2024 (Jan. 11, Feb. 8 and Mar. 14).

Motion was made at 6:22p.m. by SVC and seconded by BA to adjourn the meeting. The motion was approved.

Submitted by,  
Matt Gatzke