

Baker Free Library Trustees' Meeting
Thursday, February 8, 2024 at 5:20 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 5:20 PM

2. REVIEW AND APPROVAL OF DRAFT January 11, 2024 MINUTES: Moved by Eric with correction to OLD BUSINESS, Section b. (Deleted "Fall" Candidates to read simply "Candidates." Seconded by Bob. Unanimously approved.

3. TREASURER'S REPORT: Eric presented the budget.

a. January 2024 General Account: Review of the Monthly Budget Report – Eric explained year to date and General Account total budget bottom line was at 54.33 %, which is well within where it should be currently. Postage and grounds were over expended, but about \$1,530 was moved out to contracted services for Suzanne Smith Meyer and postage and training, both high, are reimbursable expenses. Bob moved to approve, and Sheri seconded. Motion was approved .

b. RSA and Special Expenditures Report

The Special Expenditures Report is in good order. There is a total of \$29,324.64 in the two accounts. Passport earnings continue to be high (#1 income source at \$2,376.97). Donations totaled \$393.01. Again, there were no receipts for Special Programs in January.

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

4. DIRECTOR'S REPORT

a. January Statistics Summary

- January 2024 Statistics Report shows a relatively lower circulation with Adult Circulations down 29%, and Juvenile Circulations down 19%. Reserves were up 36%.
- E-Resources showed the largest increase (221%) regarding Kanopy, followed by Overdrive (47%) with an increase (31%) for Hoopla. Languages saw a 90% decrease (Languages will be closing in the Spring).
- Program Participants saw the largest increase in children's at 13%.
- Site Use Statistics decreased in January in terms of Library Visits, and room rentals were up 9% (specifically tutor room usage).
- Strong Interlibrary Loan usage.
- Social Media remained consistent with an increase in followers of 1%. Social media reach and engagement both saw decreases of 3% and 9% respectively.

b. Updates

- Donations: Received \$500 profit from Eric's calendar sales. Discussion regarding discounting the remaining calendars for sale.
- Stephen Paul was suspended, and subsequently resigned. The cleaning service "Home and Hand" will start on March 1, 2024 for 2.5 hours in the mornings at \$350/week. Martin will fill in until March first.
- Christina Landry-Boullion applied to work with Juliana, and it was recommended that she be hired.
- The Town Budget Committee met and was relatively uneventful.
- New Copiers have been purchased (Toshibas).
- A request was received from the Concord Hospital to have its Board retreat at the library in April. This would entail closing the library from 1 PM to 8PM on a Thursday. This would be posted ahead of time. (Request to have wine as well.)

5. OLD BUSINESS

- a. **Strategic Plan**: Posted on the Website. Working on a brochure version in time for the Town Meeting.
- b. **Generator**: Still finishing this work (Grant until the end of 2024).

6. NEW BUSINESS

a. Landscaping Quotes Reviewed (3):

Eastern Valley – recommend moving forward if we check with the Foundation:

- 50% deposit required
- Timing and being able to raise the balance
- Fundraising possibilities
- Money currently available for this project: \$120,000

Bow Garden Club will be involved in the landscaping as well.

b. Policy Review – Emergency Closure Policy was updated.

7. PUBLIC COMMENT (none)

8. MEETING ADJOURNED at 6:29 PM - moved by Eric, seconded by Donna.

Respectfully submitted,

Sheri Vincent