

**Baker Free Library Trustees' Meeting  
Wednesday, January 15, 2025 at Baker Free Library**

**APPROVED MINUTES**

**PRESENT:** Eric Anderson (EA), Bob Arnold (BA), Sheila Williams (SW), Matt Gatzke (MG), and Director Kaitlin Camidge (KC).

1. **Meeting called to order at 5:19 pm by BA**

2. **Public Comment** (none)

3. **Approval of December 10, 2024 draft minutes**

BA moved to approve the 12-10-24 draft minutes. EA seconded. No comment was heard. Motion carried.

4. **Treasurer's Report:**

a) December 2024 General Account

EA reviewed the report and deemed that the budget performance to date as within the range of expectations. MG moved to approve the report as presented. SW seconded. Motion carried.

b) December 2024 RSA & Special Expenditures Account

EA highlighted robust passport fees, photocopier fees and donations (made up of several smaller donations). MG asked when are monies moved across lines to the monthly budget? EA and KC offered that monies should not be moved from the RSA to the general accounts. The town credit card is the issue. If we pay for something and want it to come out of the RSA account we need to reimburse from the RSA account and for such items from tax dollars/general account. A total of \$38,077.79 in the combined accounts. MG made motion to approve the report. SW seconded. Motion carried.

5. **Acceptance of Donations**

KC asked what the threshold is for donations that we need to be made aware of? All donations below \$5,000, if listed each month would suffice.

6. **Director's Report**

a) Statistics

Moving forward, this report will be included in the monthly trustee packets but will not be an item on the agenda unless concerning trends or changes are noted.

b) Website

Company that manages site is closing down. Need to manage the transfer to a new vendor. KC has interviewed two so far with two more interview to be held. This is not in the budget. She has also met with Bobby Schlosser from State Library. New site would be ADA compliant.

c) Staff Report

In preparation for Ashley going on maternity leave, Christina is currently being trained on many of Ashley's tasks and she will increase her hours to 27 hours to cover these duties. Christina will continue to support Juliana. Ashley has already submitted paperwork to hold her position.

KC met with staff and has developed dates for quarterly full-staff meetings. They will take place on Friday prior to opening hours. Staff will make adjustments to schedules, either coming in later or leaving early on another day. No impact on the staffing budget. Trustees were in support of and appreciated that this will be happening.

KC proposed a full-day of professional development on Columbus Day (2025). While the library is usually open on that date, most patrons assume that the library is closed. Again, no fiscal impact. MG moved to approve the closure of the library on Monday, Oct. 13, 2025 for the purpose of a full-day staff development program. BA seconded. Motions carried.

d) Incident Reports(s)

A roof leak was detected during last heavy rain event over the area between the staff room and the circulation desk. Chris Andrews and person from Fontaine Construction came and made a temporary patch, but will need more work once winter weather is over. Likely at a cost of several hundreds.

A recent triggering of the fire alarms was the result of a patron on the lower level reheating ribs in the café microwave. Building was evacuated and Bow Fire responded. All was cleared. At direction of the trustees, staff will have a sign put on the microwave and range that they are not to be used by patrons and that they are for the use of those who rent the space for an event and/or by a library staff member only related to a program.

KC received an unsolicited email from someone who claims that he witness a non-resident (out of state plate) coming into the library and making use of our computer. Feels that there are nefarious activities happening there by non-residents. Based on staff recall, a person who was in town visiting family was looking to use one of the computers to participate in a work Zoom but learned that the computers do not support using Zoom. She left promptly. The person who made this claim also complained that the BFL staff allowed non-residents to take quantities of the free solar eclipse glasses made available back in April. This person indicated that they did not get any. KC replied to this person but they were not satisfied with the response. Trustees felt that no further contact should be made with this person. Individuals are not identifying themselves as a patron, nor town resident that can be determined.

e) Building

The generator is working and grant reimbursement was received from the town. Getting an agreement in place while the unit is still under warranty. Chris Andrews is working on this.

Eliott Controls provided KC with a walk-through of the HVAC control systems. Software currently in use is very old. To update, it will require the replacement of one piece of hardware. This will also need to be prioritized over the coming year. This update is not in this year's library budget. MG asked whether such costs can be covered using the RSA budget. Answer is yes.

ARCOMM camera software (in support of library security cameras) is now 15 years old and is not supported by ARCOMM as their programs have changed. KC is not able to access cameras on her computer. This may be due to her computer being scrubbed at the time of Martin's departure. Trustees questioned why this was done. May be standard practice? It was suggested that perhaps the IT company can do a back up to restore the camera software.

Palmer & Sicard also provided a walk-through of the entire HVAC system. They restored the second boiler back in to service. The natural gas line had been shut off in the past but no record as to why. This required them to perform various safety tests prior to bringing boiler back on line. They had to replace a coil or other part at an estimate cost of \$1,000. Back in Oct. they repaired the primary boiler. They also received a part to fix the air handler that has been down since August. This will cost an additional \$800 for complete. We need to get a maintenance contract in force now. Should sign it now rather than next fiscal year.

General discussion again questioned how and if we can expend trust funds or RSA account to cover items not included in the current budget. EA is the fiscal agent for the trust funds. KC will look further into the trust fund totals.

f) Programs

Programs are going well. NH Humanities grants are available and Liesel has already received one. They make two available each year. The grants can be used for both books acquisitions and for bringing in speakers.

g) Budget

KC met with finance director. No further updates to the budget. Next step is the meeting with the budget committee.

7. **Old Business**

a) Budget 2025/2026

KC met with finance director. No further updates to the budget. Next step is the meeting with the budget committee. Need to further consider expenses for repairs and items mentioned earlier in the meeting. The public access computers are also in need of replacement. Most are out of warranty. KC will evaluate all computers and use the table created by the IT company indicating the lifespan and warranty status of all current computers. Need to develop a replacement schedule to spread out the costs.

b) Possible MOU with Town

KC reported that she addressed the idea of a MOU with the town, but was told that town would prefer that she have one-year's hands-on experience before developing an MOU. She is to come back to them in a year. The aim to is to have a formal understanding and agreement about building repair and how we are to received our monthly budget appropriation. Currently, we are to get \$11,000 a month, but this can vary based on use of debit card.

c) Custodian Position

Chris hired a full-time person and then the person backed out. Continue as we are with the 3<sup>rd</sup> party company. Motion was made by EA to have KC post the position for a 20 hour per week person, student or retiree. Try it again and see what we can get. SW seconded. Motion carried.

8. **New Business**

a) Notary Public

KC created and shared a policy for offering notary services. MG asked if adding this service would impact her time in any significant way. She said that it would not and that it has value in increasing service to residents and patrons. EA moved to adopt the notary policy. SW seconded. Motion carried.

b) Meeting Room Policy

KC provided a copy of suggested edits/changes to current policy. Recommends the removal of any exclusionary language such as "on a case-by-case basis." This was at the recommendation of an attorney who presented at a library professionals' seminar. All rules must be the same for anyone seeking to use library meeting rooms. Documents included items to be removed and suggested reworking of other areas. KC recommended that the revised policy be reviewed by an attorney. EA made a motion to approve the draft policy pending attorney review/recommendations. BA seconded. Motion carried. It was also suggested that the policy document be merged with the application.

c) Holiday Closings for 2025

KC provided proposed list of holidays to be closed in 2025. In regard to Christmas, it was decided that the library should follow the pattern confirmed by the town for all employees. MG moved to approve all closings as recommended. BA seconded. Motion carried.

d) ADA Compliant Door

Foundation member, Peter Clarke, is continuing to work on this initiative. A representative of one vendor came to take some measurements. EA commented that no other town building has such a door with the exception of the newly-created Heritage Commission space at the Municipal Building. KC will attend the next Foundation meeting to ask for their support in possibly covering this expense.

e) Meet the Candidates Event

KC brought to the attend of the trustees that in the town of Goffstown, the library was taken to court for allegedly influencing the election by hosting a candidates night. The suit was tossed out but is currently in appeal. Discussion was that in the case of the BFL, we only provide the location and basic introductions. MG and EA to ask Bow Town Moderator, Peter Imse, if he would be willing to moderate. Date is Thursday, February 20. Will limit responses to two questions and limit the number of words/time.

f) Candidate for Trustee Position

In regard to expiration of position held currently by SW, she indicated that at the moment she was undecided as to what her plans are. Time to apply is coming up soon.

8. **Public Comment**

None was heard as no public members were present at the time

9. **Adjournment**

MG made a motion to adjourn at 7:17 p.m. SW seconded. Motion carried.