

**Baker Free Library Trustees' Meeting
Wednesday, February 12, 2025 at Baker Free Library**

APPROVED MINUTES

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

1. **Meeting called to order at 5:20 pm by BA**
2. **Public Comment** (none)
3. **Approval of January 15, 2025 draft minutes**

EA moved to approve the 1-15-25 draft minutes with a correction. BA seconded. No other comment was heard. Motion carried.

4. **Treasurer's Report:**

a) January 2025 General Account

EA reviewed the report. We are 53% of appropriation and within budget. Books and Audio slightly high. Consulting and legal services area still high reflecting custodial costs which are currently coming from that line item. MG moved to approve the report. BA seconded. Bank service charge is for a safe deposit box. KC to investigate what is stored in the box. Motion carried.

b) January 2025 RSA & Special Expenditures Account

Passports continue to lead revenues with donations and out of town fees. Total income of \$39,102.3. MG made a motion to accept the report. SVC seconded. Discussion was held about using funds from this account to pay for other expense (including repairs or programs). Practice had been to move some funds as needed from Special Exp. Acct. KC found documentation from a prior trustee board that Hoopla fees should be paid with revenue from passports. It is currently positioned under electronic media in appropriated budget. Donations to the BFL (deposited in RSA account) are often designated by the donor. KC will obtain breakdown of donations and review what line item(s) to which they have been assigned. KC will return to paying for Hoopla via the RSA budget but add an expense line to the report. MG made a motion to accept the report. BA seconded. Motion carried.

5. **Acceptance of Donations**

Donations received over past month were below the \$5,000 threshold (\$136.81) and did not require a public hearing nor trustee vote.

6. **Director's Report**

a) Website

KC and staff have reviewed four proposals to migrate the current site. One offer is to migrate for free but no changes or upgrades to site functionality. Estimates for a total site redo could run \$4-7K so far. KC will make a recommendation of a firm to use (one specializes in library sites) with goal of having a proposal and cost estimate to include in next year's budget.

b) Trustee Candidates

Three citizens have applied to run as a trustee to serve a five-year term. Discussion was held about merits of changing to a three-year term vs five. The five-year term is taken from the Baker Family Trust. Other elected positions in Bow are for three years. Would need to seek legal opinion

on the ability to propose a change. Could possibly involve Probate Court. Current RSAs allow for alternate trustees who could vote and ensure a quorum if a regular member were absent. KC will review bylaws also for any guidance on term years.

c) Foundation Update – Idea for Support

KC was to attend most recent Foundation meeting, but it was cancelled due to illness. Reschedule date unknown. A trustee is to attend with KC when possible. KC will ask for them to establish a schedule for their meetings during the year to make it easier for anyone to plan to attend. KC spoke to staff about ideas (wish list) of things. Museum passes were suggested as something for Foundation to fund. Discussion was that purpose of the Foundation is to help defray unanticipated costs related to the building and its upkeep. Items such as passes which are part of our offerings to patrons should come out of the appropriated budget. Others ideas included: reworking of large staff office back wall and counter to include more functional storage, lighting to better facilitate use of the counter for working on the collection and others hands-on tasks. No lighting directly over that workspace. Storage in the room is not functional and in short supply. Staff could use a full-size fridge for their lunches and for items related to programs. A dishwasher was also suggested for both clean up of staff dishes as well as cleaning of items used during regular programs. The lower-level has no options for supervising the use of the area. The greater idea is to create a safe space for teens for programs (possible part of the former book sale room). Would require installation of a circulation desk (closeable) that would make use of two staff, so that one person is not isolated in this area from a safety standpoint. A means of communication with the main level would be required too.

d) Rotary Presentation

KC presented at a recent Bow Rotary meeting to introduce herself and current activity and potential plans for new services and programs. She will continue to meet with community groups.

e) Notary Services

Notary services have been in place for two weeks and KC has had seven patrons use the service. Patrons were very pleased that it is being offered.

f) Snow Closures

Protocol is for KC to reach out to BA and to Tim Sweeney with the town to make determination to close entirely, open late or close early.

g) Meet the Candidates Event

Plan is to move ahead with Feb. 20 event. HB 340-FN, a bill pending in the legislature, if passed, would make it illegal for any public employee (all library staff) to be involved with any event or activity with a connection to the political election process. Situation in Goffstown was the genesis of the bill. Trustees gave the go-ahead to still host the event, but a town citizen, not affiliate with the library will be tapped to moderate the evening. Jack Crisp or Gerry Carrier were suggested. Also, if the bill passes, staff will remove all archived YouTube recordings of past candidate nights.

h) Other Legislative Items

KC shared copy of HB 273, a bill relative to a parent's access to their minor child's library records. KC shared HB666, a bill seeking restitution to patrons for violations of the confidentiality of the library records and expands it to include library cards and membership status. Measures will need to be taken to ensure the proper authorized use of a patron's library card by requiring that the circulation desk be handed their card or a valid state-issued ID.

i) Account with a Law Firm

During a recent meeting with town staff, it was suggested to KC that the library secure its own account with a law firm to consult/review library policies and handle other legal matters when

they arise. DTC Lawyers (town firm) suggested. No retainer for municipalities. KC mentioned an attorney in private practice with an MLIS who specializes in matters related to libraries. A proposal/contract will be solicited.

j) Incident Report

KC offered a review of an altercation between two patrons. Staff handled things appropriately and the persons exited the building safely. KC meeting with agency directors whose clients have been using the library during the day. Our existing policies regarding library use and behavior are in place and would apply to any users. Her aim is to inform agencies of what the library has to offer and a reminder of our policies. This incident was a reminder of the importance of increasing staff training in general. Currently, there is no protocol in place for what the roles of staff are in any given situation. De-escalation training will likely be added to the October staff development day. Bow Fire Chief to offers training to staff in use of AEDs and how to handle other emergencies.

k) HVAC Repair, Use of Trust Funds, Microwave Restriction Feedback, Budgets

Another air handler went down and the fin tube system was not working in the office areas. Palmer & Sicard made the necessary repairs. They have also agreed to us engaging them via a prorated service contract which covers the remainder of the current fiscal year and a new one for the entire 2025-2026 fiscal year.

KC met with Trustee of the Trust Funds and confirmed that the trustees have agency to expend funds in two fund accounts. One in particular is for building-related matters. BA made a motion to have KC pay for the HVAC repairs with money from this fund. MG seconded. Motion carried.

Staff had received a few complaints about the restriction on the use of the microwave on the lower-level, but after an explanation, those have decreased.

Moving forward budgets will include a line to routinely upgrade staff and patron computer equipment on a rotating schedule.

7. **Old Business**

a) Meeting Room Policy

KC will seek legal review of the draft policy shared previously with trustees.

b) ADA Doors

Three proposals have been received for making entry doors handicap accessible with electric closers and wall activation switches. Pricing so far in the area of \$7K. To be funded by the Foundation. Trustees will hold public hearing to accept the donation once formally made.

c) Custodian Position

Current provider service has been inconsistent and they are not able to accommodate when library is closed. Have had two people apply. Chris offered position to someone who has verbally accepted. Testing. Scheduling between us and town. 7-11 every day here and with town after that. Should start in a couple of weeks.

8. **New Business**

a) Rotary Club Request for Alcohol at Event

Request to serve alcohol at a June awards program was approved.

b) Tutoring Policy

KC distributed the current policy with suggested language to be removed and/or added to the policy. The policy to have legal review.

9. **Public Comment (None)**

10. **Adjourn**

BA made a motion to adjourn at 7:54 p.m. EA seconded. Motion carried.

Respectfully submitted, Matt Gatzke, Secretary, Board of Trustees