

**Baker Free Library Trustees' Meeting  
Tuesday, December 10, 2024 at Baker Free Library**

**FINAL APPROVED MINUTES**

**PRESENT:** Eric Anderson (EA), Sheila Williams (SW), Sheri Vincent-Crisp (SVC), Matt Gatzke (MG), and Director Kaitlin Camidge (KC). Guests: Tom Ives and Peter Clarke from the Foundation

**1. Meeting called to order at 5:15 pm by EA**

Guests were welcomed and offered to speak first. Tom Ives commented on the intention of a member of the Foundation to try to make trustee meetings and that someone from the trustee board and/or the director would attend Foundation meetings. He next introduced Peter Clark who introduced the idea of installing automatic doors to better accommodate those with mobility needs to access the library. After discussion with the trustees, MG made a motion to authorize Foundation to have Peter investigate options and related costs to install such doors. Seconded by SVC. Town to also be consulted when and if further action is taken. Motion carried.

**2. Approval of November 12, 2024 draft minutes**

EA moved to approve the 11-12-24 draft minutes. SW seconded. MG to correct several spelling errors throughout and remove sentence about who is to be paid if the tractor is sold. Motion carried.

**3. Treasurer's Report:**

a) November 2024 General Account

EA reviewed the report and focused attention on areas greater than 39% of their budgeted line amount (books, electronic media, and consulting fees) and that we need to monitor moving ahead. Total of 36.23% to date was within range of expectations. MG moved to approve the report and SVC seconded. The motion carried. In related conversation about possibly needing to better fund certain areas in the new budget, the trustees agreed that KC be granted authority to assess the budget and represent the library's interests in meetings with town finance director, budget committee and selectboard as needed. Kaitlin still working on the grant money related to the generator.

b) November 2024 RSA & Special Expenditures Account

EA highlighted once again the high passport fees. A total of \$33,713.67 in the combined accounts. SW made motion to approve the report. MG seconded. Motion carried. Any grant monies received from the NH Humanities will be deposited into the Special Expenditures account.

**4. Acceptance of Donations**

KC will look into examples of donation acceptance policies. Will also look into having such money be deposited in one account.

**5. Director's Report**

a) Statistics

Comments were made about how what items or media patrons tap into can change seasonally.

b) Highlights

KC has met many community members already. She has been meeting with staff one-on-one and

has a couple more to schedule.

c) Notary Services

KC is a notary public and is willing to offer her services to the community. She will bring forward a notary policy to be reviewed and discussed at the next Trustee meeting.

d) Staff Meetings

Staff meetings were discussed including when to schedule. Trustees felt that full-staff meetings (to be held before opening or by closing the library) should take place quarterly, but dept. head meetings could be held monthly with updates/outcomes shared with all via other means. Key is to have time when staff do not need to be interrupted by having to serve patrons.

e) Programs

KC attended her first story time and was impressed by Julianna's efforts. She has been meeting with Liesl about her vision for future adult programs and collaborations with outside organizations. Amy has released the 2025 book discussion group.

f) Building

Generator has been bit of a challenge but with help of Chris Andrews a solution has been found. Discussion also continued with Chris about general building upkeep and the notion of a shared custodian. As of today, it appears that someone has been hired and they are to start at the beginning of the year and will handle our custodial needs.

g) Budget

KC to meet with finance director to learn about town's financial and HR processes. She also suggests that a MOU be created to cover when and how funds are dispersed to the library by the town. It seems inconsistent presently in terms of when the library is given its share of its budget. It is not receiving it 1/12 a month as might be expected. Charges made against credit card given to us by the town might account for variations in amount transferred. Trustees felt this was a good idea too.

## 6. **Old Business**

a) Budget 2025/2026

The money for a custodian went to wages area and not to a new or separate line elsewhere in the budget. Again, KC was given authority to review budget and make changes as needed since she was not part of the initial budget discussion. She can make changes directly with town finance director.

b) Generator

KC reported that the emergency shut off unit was repaired for \$30 by Chris Andrews instead of the price quoted (\$1200) by R & T.

c) Mower

Discussion ensued about who really owns the mower and who any monies made by selling it go to. Staff will try to find any paperwork concerning its original purchase.

7. **New Business**

a) Policy Review Plan

KC will develop a new policy review plan and continue the review of policies in place and consider new ones we may not yet have in place.

b) MOU with Town

In addition to MOU discussed earlier about receiving monies from the town, KC will look into a MOU concerning the maintenance and future repairs to the generator. After her discussions with Chris Andrews, she may work with him on coming up with an agreement on having certain building repairs handled by the town with the library covering the cost of materials, parts, etc.

c) Open Position

The town has hired a full-time custodian who will be shared with the library. KC commented on the open position formerly held by Liesl. She will hold off on advertising it until she determines if there are gaps in staff coverage based on current staffing levels.

d) Oasis Snow Removal

The W-9 and Insurance coverage certificate have been received. They have provided great service so far with our two smaller snow events.

e) Meeting Room Request Approval

A request of the Bow Rotary Club to be able to serve beer and wine at its January 25, 2025 members-only event was heard. Both EA and MG recused themselves from voting on the approval as they are Rotarians. The remaining two trustees agreed that they did not feel it a conflict of interest to have them vote on the matter. SVC made the motion to approve the request with a second by SW. Motion carried.

f) Jan-Mar Meeting Date Changes

Trustees agreed to change Jan-Mar meeting dates to be 1/16, 2/13 and 3/13 to accommodate members calendar.

8. **Public Comment**

None was heard as no public members were present at the time. EA announced that the Heritage Commission will be offering open sessions for access and research in the Heritage Room. Likely to be open once or twice a month. Will be publicized soon. Will require access via library staff.

9. **Non-Public under RSA 91-A:3, II (b)**

10. **Adjournment**

SVC made a motion to adjourn at 7:20 p.m. SW seconded. Motion carried.

Respectfully submitted,

Matt Gatzke, Secretary, Board of Trustees