

## Baker Free Library Monthly Trustee Meeting

Thursday, April 8, 2025 at 5:15pm

### DRAFT Minutes

1. **Call Meeting to Order:** EA called the meeting order at 5:30pm (BA arrived by 5:40 pm and took over the meeting) Guest: Attorney Eric Stern
2. **Public Comment:** None
3. **New legal Counsel Meet and Greet:** Atty. Eric Stern attended and introduced himself. Recently contracted to be legal counsel as needed with limitations per contract. Mentioned his connections to attorneys and experience within the library community.
4. **HVAC project/ plan for building walkthrough to work on CIP (and smaller) project plans:**

NHLTA conference will host a session on managing your HVAC system. Due to discovery with Palmer & Sicard it was determined that a larger access must be made in the ceiling to access the attic space for removal of current air handlers and installation of new units. The approved town warrant article only covers the money to replace the air handlers. Determination to be made to learn if we can use the lapsed appropriation monies to add to the approved funds and get it done this year or do we postpone it to next year. Chris Andrews has a CIP spreadsheet for all town projects, so he will help Caitlin create a similar document for the BFL. SVC volunteered to be part of Chris's review of potential projects and will participate in the walk-through with a structural engineer related to the air handler issue.
5. **Approval of March 13, 2025 draft minutes:** EA moved to approve the minutes. SVC seconded. Motion carried.
6. **Treasurer's Report**
  - a. **March 2025 General Account:** Looking in line with expectation on items at top of report. Other areas of concern either nearing 100% or slightly over. \$9,500 remaining in the accounts for General Admin. 66% of Budget. Should be sufficient to get us to the end of the year. General discussion of general checking account. Work with attorney for an opinion on best practices for managing RSA and general accounts. MG made a motion to approve the report. SW seconded. Motion carried.
  - b. **March 2025 RSA and Special Expenditures Account:** EA asked about the make up of the recent deposit. KC will review last month's records to confirm what it was included. All accounts look good. Total of \$2,085.91 added to the Special Exp. SVC made a motion to accept. SW seconded. Motion carried.
7. **Acceptance of Donations:** Check from NH Telephone Association trust fund for \$39.17 that was designated for purchase of a technical reference item. KC will work on this. SW

brought a donation of a first edition of *Gone with the Wind* which will be given to the Foundation for possible use in raising funds.

**8. Director's Report:** KC commented that her 6-month probationary period is upon us. Will be an item on the agenda for May. Highlighted increase in new patrons. Annual report for 2024 has been completed and submitted to the state. Due to changes at Federal IMLS the data may no longer be tracked at the Federal level. She held the first staff meeting. Future staff meetings have already scheduled. Has created a circulation desk schedule to have it staffed at all times. All staff hold a shift for coverage. Lauren being the circulation desk managers, she has one more shift than others and will substitute if a staff member is out. KC will attend Joint Loss Safety Committee. Telescope is back in service. NHLA hosts a worthwhile conference each April. Would trustees consider allowing a professional service day so that all staff could attend in 2026? Would require approval of a second day that the library would be closed. Discussion of the bathroom cleanliness. Potential biohazard issues. Andrew the custodian is willing to be trained in how to handle such situations. Staff had been awarded two grants but learned funding will not be coming due to cuts at the state level. KC met with Triplet about putting together a proposal to review options to replace our current technology over time, including upgrading the internet service, move to laptops for staff. In June we will know what we can move forward if we have any surplus. KC will create a plan.

## 9. Old Business

### a. ADA doors update

-electrician on April 18 to do the work needed and NE door to schedule door installation. Foundation has signed contracts.

### b. Meeting Room & Tutoring Policy

-Attorney Stern recommends separation of meeting room policy from tutoring room policy. A policy for the use of the outdoor space is something to be thought out. BA moved to accept the two new draft policies. SVC seconded. Motion carried.

### c. Updates on Procedural process for three MCSB accounts

-After legal opinion from attorney, representatives will address with town financial staff.

### d. Circulation Policy

-Tabled to May meeting.

### e. Updating Job descriptions

-Multiple job descriptions were out there for the same position. Goal of draft personnel manual is to have positions descriptions align with what staff have been given.

-KC reviewed positions. Inter-library loan position may need to be changed if state system is eliminated.

-Christina has been given some of Ashley's hours as a substitute.

MG moved to update the job descriptions in the personnel policy manual. EA

seconded. Motion carried.

f. **Website decision**

-Renaissance Web submitted a proposal to convert our current website to their platform. Would not pay a migration fee. Site would look identical to current site with some clean ups that are needed. Making our site ADA compliant is an example. \$4,295 up front cost, plus monthly charges for SSL certificate and site maintenance. Would take about 8-10 weeks. There are other adds-on items such as hosting. KC suggests that we pay for this with funds from the Special Expenditures Account. Money there has built up with no special designations. BA moved to approve payment for the website conversion contract out of the Special Expenditures Account. SVC seconded. Motion carried.

10. **New Business**

- a. **Election of board officers** for the new term was held for one year beginning April 8, 2025. BA will continue as chair; MG will continue as secretary; SVC (Sheri Vincent-Crisp) will serve as treasurer, SW and EA will continue as directors. SW made motion to approve the slate of officers. EA seconded. Motion carried. Consideration of asst. treasurer will be considered based on bylaws.

b. **-Draft Donation Policy**

-Tabled to May meeting

c. **Digital Media Discussion: Libby, Hoopla, Kanopy**

-Libby is stable. We know at the beginning of the year what our cost will be and we pay it up front. Hoopla and Kanopy, are unique to our library. Paid by the checkout. Based on our patrons but no cap on the cost. Every library card gets 18 tickets (\$1 each). \$18 per card per month so theoretically we could have a huge hit to our budget if all patrons utilized all tickets. Hoopla allows four borrows...\$1-4 per borrow. Would not happen that all patrons would borrow at once. Concern about over-marketing the online resources so thought is to consider reducing how many tickets we want to make available and put a cap on it. KC to develop a draft explanation of how we are charged to share with patrons. Changing the model. We have an Advantage account with Libby, we can encumber money to Libby to buy extra copies. At May meeting will show us plan to reduce service.

d. **Summer Reading: Donation campaign**

-Julianna and KC have discussed marketing for sponsors for the program from within the local business community. Trustees supported moving ahead with this program and effort.

11. **Public Comment:** None

12. **Adjourn:** EA made a motion to adjourn. SVC seconded. Motion carried.