

Baker Free Library Monthly Trustee Meeting

Thursday, March 13, 2025 at 5:15pm

Draft Minutes

PRESENT: Eric Anderson (EA), Matt Gatzke (MG), Sheila Williams (SW), Sheri Vincent-Crisp (SVC) (via phone) and Director Kaitlin Camidge (KC)

1. **Call Meeting to Order at 5:15 p.m. by EA.** EA and other trustees congratulated SW on her election to a full term as a trustee.
2. **Public Comment:** None heard
3. **Approval of February 12, 2025 draft minutes**

MG moved to approve with a second from SW to approve the minutes with a correction to be made to date of the meeting at the top (should be February 12, not 13). Motion carried.
4. **Treasurer's Report**
 - a) February 2025 General Account

EA reviewed line items. Doing well on payroll to date. Continued concerns that items currently exceeding budget could make us go beyond budget. May need to make changes within the budget to avoid going over our approved allotment (\$617,325). General discussion ensued regarding streamlining and managing the checking account that appears on the monthly budget report. Suggested that Bob, Eric, Kaitlin meet with town manger and finance director. Question about how funds are made available to us and what happens in the case of any unspent funding during a given year. How do we set up a fund to move unspent funds. Also discuss how to manage the three MCSB checking accounts. SVC moved to approve the report for February 2025. SW seconded. Motion carried via voice vote (4-0).
 - b) February 2025 RSA and Special Expenditures Account

Total of \$40,345 in the combined accounts. Passports, out-of-town fees, copier and donations continue to boost the accounts. SW moved to approve the report and SVC seconded. Motion carried via voice vote (4-0). General discussion that funds in these accounts can be used for paying bills not otherwise covered by the general appropriation. For items to come out of the library trust funds, the trustee of the trust funds can pay bills directly. Grant money also goes into the SEA.
5. **Acceptance of Donations**

No significant donations received in the past month. Was agreed that a policy to confirm our process for approving donations be written. KC will create a draft based on another libraries policy.

6. Director's Report

- Annual report work in progress as this take time to generate before showing trustees and submitting to the state library.
- KC is focusing on our digital media vendors to review our relationship and make recommendations about future need for them.
- Job Descriptions given to two staffers do not match the one in the manual of descriptions were found. KC has met with the staff and they are happy with PD's they have so she will revise the official PDs and have for trustees to review at April meeting.
- Incident Report: Patron was using the 1914 room and reportedly took issue with behavior of two other patrons. Patron in question approached other patrons before seeking out the Director. KC spoke with both parties. Patron made a claim about libraries intentions in such matters. KC explained our current library usage policy applies to patrons equally. Patron seemed not satisfied with response.
- New custodian (Andrew M.) doing well in position. Staff reported that the building "smelled cleaner."

7. Old Business

- a. ADA doors: BA and KC went to foundation meeting. Foundation agreed to pay for the doors and the electrical work involved. Signed a contract with NE Door and O'Keefe and Flanagan. SVC made a motion to accept the donation of the doors and electrical work required. SW seconded. Motion carried via voice vote (4-0).
- b. Tutoring Policy: This will be attached to the meeting room policy which is in need of a legal review. KC reviewed the key of how she made proposed changes, additions, and deletions to the current meeting room policy.
- c. Status of contract with legal counsel: KC discussed agreement from Eric Stern to be our general counsel. She has heard nothing from DTC which the town uses. Eric was mentioned by several within the Hillstown Coop. He was previously with State Library. General discussion about how we pay for him for the remainder of this fiscal year. May use small amount of services and move monies from another line item likely not to be used. SVC made a motion for us to initiate a contract to provide review of policies and then to reconsider how we move forward. SVC to seek external review of general legalese in his agreement. KC to sign it if no issues found and if BA approves of how we are to pay for any legal services between now and July 1.

8. New Business

- a. Procedural process for three MCSB accounts (moved to prior discussion of monthly financials and budgets).
- b. Circulation policy review: KC made extensive (and needed) proposed revisions, deletions and other edits to update our current policy, e.g. removing fines

language. Decision is to leave the policy as it is for now until the outcome of proposed legislation at the NH State House before moving the proposed changes forward for final review and approval. Trustees to review it and it will appear on the April agenda under Old Business.

- c. NHLTA conference: Discussion of who will attend the May 1 conference in Concord. BFK usually paid for trustees via staff training line, but to save costs trustees planning to attend agreed to cover their own registration fees. SVH will stand down. Library will pay for KC and she will attend as our director (not as Pembroke trustee). MG made motion that all other trustees to attend and not seek reimbursement from BFL. SW seconded. Motion carried via voice vote (4-0).
- d. Trustee by-laws: KC reminded trustees that per existing RSA, the board may appoint up to three alternate trustees to attend meeting and vote in the case an elected trustee is unable to attend a board meeting. BA to reach out to the two candidates not elected to learn of their interest in serving in this capacity. SVH moved to approve this measure. Seconded by MG. Motion carried via voice vote (4-0). Selectboard would need to approve them, but after BA informs the body that we are exercising our ability to have alternates.
- e. Technology in MCSB. MG reported that KC and MG met with Conner Parzick, AV technician from Bow High School, to walk through existing AV technology in the MCSB Room. He identified several items to consider for replacement and upgrade including LCD projector and replacing the current sound bar with a different type of wireless sound system. He provided costs for two items including LCD unit and a moveable cart system for the potential repurposing of our two flat screen monitors. They are rarely used since most use the larger format screen and LCD unit. LDC unit has a broken audio port which would be challenging to have repaired due to its age.
- f. Garden Club Services: Lisel was asked by a representative of the Bow Garden Club if we want them to do plantings as they usually do. They also indicated interest in installing planting markers to inform patrons of what is planted. Garden Club should give us an estimate of what they think they will spend. Plan to pay for it our of the RSA account.

9. Public Comment None heard

10. Adjourn

MG made a motion to adjourn at 7:27 p.m. SW seconded. Motion was approved via voice vote (4-0).

Respectfully submitted: Matt Gatzke, Secretary, Board of Trustees