

**Baker Free Library Trustees' Meeting  
Tuesday, November 12, 2024 at Baker Free Library**

**DRAFT MINUTES**

**PRESENT:** Bob Arnold (BA), Eric Anderson (EA), Sheila Williams (SW), Matt Gatzke (MG), and Interim Director Juliana Gallo (JG). Kaitlyn Camidge, incoming director, was in attendance.

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

2. **Approval of October 8, 2024 draft minutes**

EA moved to approve the 10-8-24 draft minutes. BA seconded. MG to correct spelling of budget on page two and to clarify that the contributions to the CIP and emergency funds are to be made each year. The motion was approved.

3. **Treasurer's Report:**

a) October 2024 General Account

EA reviewed the report and highlighted those areas with higher levels of expenditures (Building Maint., Telephone, Special Programs, Training and Consulting Legal Services) though total of 29.81% at this point of the year is appropriate. MG moved to approve the report and SW seconded. The motion was approved.

b) October 2024 RSA & Special Expenditures Account

EA highlighted once again the high passport fees and out of town fees. A total of \$31,527.71 in the combined accounts. MG made motion to approve the report. SW seconded. The motion was approved.

4. **Acceptance of Donations**

a) A motion was made by SW to accept a donation of \$1,400 from the Rotary Club of Bow which will be used to purchase a second outdoor table. BA seconded the motion. During discussion, MG recommended that in the future we consider all donations in terms of what they will be used for. We should determine what the best use of donations might be. The motion approved.

5. **Board Updates**

a) Sale of Riding Mower

The sale of the riding mower was discussed. Mac Engines estimates that is worth \$1,500 (about 3-4 years old). BA commented it might need a new battery. Not really needed with new landscape layout. Smaller push mower is still available informed trustees that our mower is worth \$1,500 (per Mac Engines) and since it is not needed to maintain the outdoor area (smaller push mower still an available) it makes sense to sell it. If purchased, a check should be made payable to the Town of Bow and then a check from the town can be given to the library. MG made the motion to move ahead with the sale. EA seconded the motion. The motion carried.

6. **Director's Report**

a) New Director

JG reported that our new director, Kaitlyn Camidge, will begin on Nov. 19.

b) Hiring Activity

JG reported that she would like to move ahead with hiring of Lisel to handle room rentals, some collection development and adult programs, some of the tasks handled by Amelia's position. Lauren will assume the marketing and communications roles. Board will act on hiring during Old Business.

c) Calendar Sales

Calendars will be sold again for the second year as a fundraiser. \$8 per calendar. EA again took photos used in the calendar.

d) Contest to Name the Lions

JG reported a total of 40 entries, more from adults than children. Top five include: Legend and Fable; Quill and Page; Curiosity and Wisdom; Courage and Wisdom and Franklin and Frost.

7. **Old Business**

a) Carpet Cleaning

Brite Magic completed the carpet cleaning and it came out well. Did both levels and also movable mats. Price was on target with the estimate.

b) Approval of Full-Time Library Assistant

JG asked the trustees to approve hiring of Lisel to assume the position at the rate of \$21 per hour. She will continue in many of the tasks she has been helping with including passports. BA made a motion to approve the hiring. EA seconded the motion. The motion carried.

c) HVAC Maintenance Contract Update

JG discussed the two proposals from Palmer & Sicard to maintain our HVAC systems. Both a quarterly and semi-annual payment/service options were offered, \$4,200 and \$6,015. JG was asked to seek one other proposal and learn if the Palmer & Sicard proposal is their lowest.

d) Budget 2025/2026

JG walked trustees through proposed budget funding levels (benefits left blank until town provides those totals). Goal is to be able to include the cost of the HVAC maintenance contract in the budget. May require moving some funds around. Will leave technical services assistant position in place as currently funded as it may be filled in the future. Need to increase the snow removal line by \$500 to \$1,500. Consensus of the board was that we need to seek advice of town financial director to see if we can move ahead with the increases needed. Custodial services will likely remain where they are unless a full-time person can be found. Final rework of budget will be given out at next trustee meeting.

8. **New Business**

a) Heat-Boiler + HVAC Repairs

Palmer & Sicard determined while reviewing our systems that one of our two boilers is down and the second one had blown a breaker. Not noticed as weather has been very mild. Also, two of our four air handlers were down. After replacing belts and a motor in one, units were returned to service. Service tech also rated the systems as only fair. Likely to require more frequent maintenance. This may require the reprioritization of when to replace the HVAC systems.

b) Generator Repair

JG informed the trustees that it was discovered that the new generator is out of service due to a

broken glass door on the emergency startup unit. O'Keefe and Flanagan came out and determined that the glass door cannot be replace, but instead the entire switch unit has to be replaced at the cost of \$1,200. MG made a motion to pay the invoice. BA seconded the motion. The motion carried. MG suggested that Lee Kimball be consulted about sharing this repair cost with the town due to our shelter status.

c) Director Meet & Greet

JG will work with the new director to come up with a date in early December to invite the public to a meet and greet event. More details to come.

10. **Adjournment**

MG moved to adjourn the meeting at 6:36 p.m. seconded by SW. Motion was approved.

Respectfully submitted,

Matt Gatzke, Secretary, Board of Trustees