

**Baker Free Library Trustees' Meeting
Tuesday, October 8, 2024 at Baker Free Library**

DRAFT MINUTES

PRESENT: Bob Arnold (BA), Eric Anderson (EA), Sheila Williams (SW), Sheri Vincent-Crisp (SVC), Matt Gatzke (MG), and Interim Director Juliana Gallo (JG). A member of the public was also present.

1. **Meeting called to order at 5:28 pm by BA**

2. **Non-Public Session: Library Director Candidate**

3. **Approval of September 10, 2024 draft minutes**

EA moved to approve the 9-10-24 draft minutes. SVC seconded. MG to correct spelling of SVC. The motion was approved.

4. **Public Hearing: Acceptance of Donations**

- a) Motion was made by EA to accept the donation of \$10K from the BFL Foundation to support the landscaping project as well as the donation of \$1,400 from Merrimack County Savings Bank to purchase outdoor furniture. Motion was seconded by SW. Motion was approved unanimously.

5. **Treasurer's Report:**

a) September 2024 General Account

It was reported that the \$40K reimbursement for the generator has not been credited to the General Account. Payroll and Books, Audio lines are as expected. Building maintenance, postage and consulting legal services continue to be high but the bottom line is within bounds. MG moved to approve the report and SVC seconded. Motion was approved unanimously.

b) September 2024 RSA & Special Expenditures Account

EA reviewed balances in each and highlighted passports, out of town fees and copier as highest income producers once again. MG made motion to approve the report. SVC seconded. Motion was approved unanimously.

6. **Board Updates**

a) Landscaping and Snow Removal

BA found someone to mow the lawn and who has agreed to do the snow plowing and does not require a contract. \$95 per mow and \$230 per plow. Doing a good job so far.

7. **Director's Report**

a) FT Position Hiring

JG reported that there is an external and an internal candidate for the position held by Amelia. There are also two other external possibilities.

- b) Custodian Position
Person being considered by town and library fell through. Will continue with custodial service for now, but suggested that the budget include a line item and not take it out of payroll as is happening at present. Will try running a single position posting @ \$70 a day/\$350 a week.
- c) Names for Library Lions
Contest running to name the lions. 30 submissions to date.

8. **Old Business**

- a) WFI Extenders
An extender has been added to the lower level but due to location of power, it may need to be moved closer to the Merrimack County Room where better WIFI is often needed.
- b) Carpet Cleaning
Brite Magic provided an estimate of \$2,330 to clean all carpeted area in the library.
- c) CIP Project Calendar
Should move HVAC to next fiscal year and carpet on main floor to year after that. Each year's contributions to be \$5K in the CIP fund and \$2,500 in the emergency fund.

9. **New Business**

- a) Lindquist Room Request (Oct. 19)
Insurance certificate to have alcohol at family event was received. EA made a motion to approve the usage request seconded by BA. Motion carried unanimously.
- b) Draft Budget for 2025-2026
JG will have a more complete budget for the November meeting. Discussion focused on line items that are typically running higher in today's market such as building maintenance, need for an annual HVAC maintenance contract, repairs, plumbing issues, etc. Need to consider higher funding for grounds maintenance due to new landscaping configuration. Should increase the supplies line by 3% to include library supplies, e-resources, downloadable books will also increase. EA added we should consider cost of upgrades to the media center/sound system/projector and camera(s) for live streaming in the lower level.

10. **Adjournment**

Motion was made by SVC to adjourn the meeting at 7:38 pm seconded by BA. Motion was approved unanimously.

Respectfully submitted,

Matt Gatzke, Secretary, Board of Trustees