

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

**DRAFT MINUTES**

**PRESENT:** Bob Arnold (BA), Eric Anderson (EA), Sheila Williams (SW), Shari 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 5:19 pm by BA**
2. **Approval of August 6, 2024 draft minutes**

EA moved to approve the 8-6-24 BA seconded. No discussion. The motion was approved.

3. **Treasurer's Report:**
  - a) August 2024 General Account

EA walked through lines with questions about expenditures. 4% ahead on expenditures at nearly a quarter of the budget at this early point. Consulting Legal Services very high as it includes custodian. Town financial director to be consulted about adding a new line to separate out custodial service. Several line items are for things paid at start of new year and should not increase. Payroll higher as vacation was paid out to two departing staff. BA made a motion to accept treasurers report and SVC seconded. Discussion held about additional expenses to be remitted to Eastern Valley balance (\$1,700 to cover three items – create a compacted area for bench; additional lawn preparation and seeding (along Northeast Ave.) and pruning of the lilacs. BA amended his motion (seconded by SVC) to include approval of payment. No further discussion, the motion carried unanimously.

- b) August 2024 RSA & Special Expenditures Account

EA reviewed balances in each and highlighted passports and copier as highest income producers. MG made motion to approve the report. SVC seconded. BA confirmed the \$10,000 check from foundation was deposited into the special expenditures account. EA questioned whether we are accepting money correctly within RSA guidelines or do we need to vote to accept it at a public meeting? Need to investigate with town attorney. No further discussion. Motion carried.

4. **Chair's Report**

- a) Search Committee Update

BA requested this be tabled for non-public session due to status of visitor in attendance (director position applicant)

- b) BFL Foundation Donation – Again, the \$10K check was received. Some discussion about how amount was less than discussed between MW, BA and a Foundation member. Seeking further clarity of why final donation was only \$10K and not \$20K. Wanted more definitive details from us.

- c) Lighting at Building Entrance

A new time clock was installed. When new time clock activated electrician found one of the lights were defective and parts are no longer available. BA directed him to replace with two new lights.

- d) Garden Club Volunteer: Pat McNeil has volunteered to maintain the pollinator garden area previously managed by Jessica Dunbar. Garden Club has planted mums in the window boxes and urns on the front steps. BA added that Rick Blackburn did a great job with repairing the main entrance step that was damaged and has repainted and sealed the entire entrance area. Awaiting more product to finish the job. SVC commented also about the volunteer who helped Bob with painting basement stairwell railing. Was mentioned that Merrimack County Savings Bank gave us

funds for another bench.

5. **Directors Report/Updates**

- a) BA thanked Juliana for her willingness to step up to be Interim Director.
- b) Town has a custodial candidate in process who has indicated that he is interested in working for the library as well and would do snow removal and lawn maintenance. BA added that external landscapers all want a 3 month contract and will not come to site but use GPS to determine cost. Now that lawn areas are reduced and are smaller patches they can be cut with push mower. We may look into selling the tractor.
- c) JG highlighted potential unintended result of landscaping with increase of mice and some insects in the library, She has notice ant hill in the mulched areas.
- d) In terms of staffing, recent departures included Martin on 8/24 and Amelia on 8/31. Amy is on vacation. Light staffing currently. Lauren has taken on Amelia's tasks for now including postings to website and social media and marketing events. Adult programming previously scheduled will go forward, but have cancelled unannounced planned programs. Christina leaving to teach art full time. She has promised one afternoon a week and every other Saturday. Will impact children programming. Juliana to start the process to fill one of the vacancies. Still down a half a position which was never filled. 2.5 positions down so nights and Saturdays are a challenge. She will seek a full-time person to do weekends and one or two nights a week.

6. **Old Business**

- a) HVAC Maintenance Contract
  - i. Need someone to do routine maintenance. Bow P & H sent estimate of \$4,800 but without list of what is included. Agreed that a third estimate is needed. Martin showed JG how to monitor the system. Elliot Controls will come to instruct her on how to use monitoring system.
- b) Junk Removal Process
  - i. Needed to clear out stuff out of the Apple Room to access furnace and sprinkler system. Used Junkyard Willie's who was very helpful. Will become deep storage space. Make the book sale room more accessible eventually.

7. **New Business**

- a) Private Room Request- Oct. 19

BA Hold off on the Oct 19 request pending receipt of insurance
- b) Private Room Request -Jan. 4

MG made motion to approve January 4 event request and SVC seconded. Motion carried.
- c) Pay Rate for Tech Services Asst.

Circ. Desk Asst. Ashley has taken over processing and cataloging books. Discussion was held about increasing her pay rate to reflect her new duties. She is now 26-28 hours. Propose moving from \$15.05 to \$16. BA made motion to raise to \$16.00 SW seconded. Motion carried.
- d) Hiring – FT Library Assistant

JG will move ahead with posting and seeking a candidate
- e) Hiring-Custodian

Discussed earlier in agenda. Interested in working with the town's candidate if he is offered and accepts the position.
- f) Draft 2025/26 Budget
  - i. Grounds Maintenance: Need to consider funding upkeep and maintenance of new landscaping.

- ii. Building Maintenance: Need to include cost of annual maintenance contract for HVAC servicing (est. \$4,500); WIFI extenders for downstairs events and possible upgrades to AV technology (cameras) in the rentable areas to meet user demands. Carpets have not been cleaned since 2018 and this needs to be done but not funded in current nor proposed budget.
- iii. Custodian/Contracted Services: Should be funded based on agreement with town. If have to continue with outside firm, this line item will need more funding.
- iv. General Budget Discussion: The budget should include a 5-6% increase for wages/benefits, COLA also to be included. We have to use estimated figures for salaries and benefits given by the town. Not much wiggle room there. The CIP is still underfunded given what the anticipated costs are for new carpeting, HVAC and elevators. Already pushed far out in terms of budget planning. Electrical repairs line also needs to be increased. Costs to do work almost always exceeds estimates due to aging equipment and inability to obtain parts (e.g. ballasts in exterior and interior lighting). Juliana to continue to work on various line items to see if more real world estimate can be used.

## 8. Request for Non-Public Session

At 7:12 pm motion was made by Chairman Arnold to enter non-public session, seconded by Shelia Williams.

### Roll call vote to enter non-public session:

Robert Arnold Yes  
Sheila Williams Yes  
Eric Anderson Yes  
Shari Vincent-Crisp Yes  
Matt Gatzke Yes

**(Passed 5-0)**

**Entered nonpublic session @ 7:12 pm**

**Statutory Reason for the non-public session: RSA 91-A:3, II(a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

## 9. Return to Public Session and Adjournment

- i. Meeting reconvened at 7:35 p.m. at which point a motion was made by SVC to adjourn seconded by SW. Motion carried.

Respectfully submitted,

Matt Gatzke