

**Baker Free Library Monthly Trustees' Meeting
Wednesday January 8, 2020 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Dave Withers (DW), Benette Pizzimenti (BP), Marc Van De Water (MV), Jennifer Warburton (JW), Eric Anderson (EA), Director Martin Walters.

1. **Meeting called to order at 5:20 pm** by MV

2. **Review/Approve Previous Minutes**

Reviewing 12-11-19 draft minutes. Page 3, change word "teh" to "the." Page 2, add Mridula's last name and title of Town Clerk.

EA moved to approve as corrected, DW seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) December 2019 General Account Report

DW reviewed the report. He summarized the expenditures and said that the library is in good shape for expenditures for this budget year.

EA moved to approve December 2019 General Account Report as presented; BP seconded and report approved by unanimous vote.

b) December 2019 RSA & Special Expenditures Report

DW reviewed RSA and Special Expenditures Report. All items in the RSA and Special Expenditures report are at typical levels. Room rentals and passport processing were low compared to previous months but at expected levels for December which has been lower in previous years.

EA moved to approve the December Special Expenditures Account report and the RSA Account report as presented; BP seconded and motion passed by unanimous vote.

4. **Director Report**

a) December 2019 Stats Summary

Consistent circulation month-to-month with juvenile books still making positive growth. Martin will look at the feasibility of incorporating digital usage into the patron "you've saved" receipt. Martin will also look at adding Kanopy statistics to the monthly statistics tracking report.

b) New Circulation Desk Assistant Hired and Started

Elizabeth Fuchs has been hired as the new Circulation Desk Assistant. Elizabeth will work the Tuesday to Saturday schedule and be trained as the passport agent for Saturday passport appointments.

c) Logo Launch

Martin and Amelia coordinated the new library logo launch with all social media and website logos updated on 1/1/20 as the trustees had requested. The website announced the new logo with the main banner on the website displaying the image below.



There were some glitches on certain services that had promised the 1/1/20 update but the new logo was not rolled out as promised. All glitches on the rollout were out of the hands of the library staff.

Martin and the library staff have received great feedback on the new logo.

As part of the logo rollout, new bookmarks were ordered and were available for patrons to take on 1/2/20.

The new logo is on display on the monitor in the front area of the library. Amelia is also working with tote bag suppliers as another tool to spread the new library logo.

Martin noted that the staff name tags need to be ordered with the new logo. The new letterhead and envelopes are coming.

One additional idea noted is the possibility of rethinking how the summer reading program t-shirts are produced so that rather than just buying the shirts without input on the design we possibly design our own shirts this summer so as to incorporate the new logo or have just the new logo on the t-shirts.

d) Annual Library Report Submission

Because we had neglected to have the Annual Library Report written and reviewed at the December trustee meeting, Martin wrote and submitted the report without the trustee review so as not to miss the submission deadline for the Town Annual Report.

- e) Merrimack County Savings Bank Safe Deposit Box
Martin has arranged with Lori for Lori to go to MCSB and release the safe deposit box and transfer it for Martin to access.
- f) Director Travel
Martin reported that he will be away from the library from 1/10/20 to 1/17/20.
- g) 2019 Giving Tree
The 2019 Giving Tree raised a generous \$1550 in donations. The trustees are grateful for the generous library patrons.
- h) Annual Polar Express Event
The annual December Polar Express event was attended by 110 people, 65 children and 45 adults. This is a popular annual event and the library staff sees the need for it and the possibilities to improve it.

5. **Old Business**

- a) BOS/SAU/CIPC Updates Assigned for 2020

February:	DW
March:	MV
April:	BP
May:	EA
June:	JW
July:	No meeting
August:	New trustee
September:	MV
October:	BP
November:	EA
December:	JW
- b) Budget Meeting
The annual budget review meeting with the town budget committee will be held on Thursday night at 1/23.
- c) Outside Spaces Around Library Exterior
Martin investigated further with the sign company. They were kindly willing to honor their 2019 price quote until 1/27/20 but the payment would need to be made and order placed by that date and the sign would need to be put into production. They were not able to hold the sign order until the landscape designer confirmed the right size for the new sign. There is a 5% difference between the 2019 price and the expected 2020 price. Trustees discussed the choices between hurrying now to secure the lower price or waiting until the landscape designer is consulted about the right size of the sign.

The consensus is that as much as we would like to save that 5%, the trustees decided to wait and do it right with the correct size of sign.

Martin reached out to the landscape architect company Green Horizons who had completed library exterior plans in 2004. Martin inquired whether they also have an arborist who can check on the health of the trees up front by the memorials. The library received a report from organic gardeners with the state who were concerned about the health of the front trees.

d) MCSB Account

Martin is submitting the authorization form to give himself inquiry authorization to the library MCSB account.

e) Foundation Update

EA gave and Library Foundation report. The annual fund drive earned a tremendous \$13,500 with donations ranging from \$15 to large donations of \$1500 and \$2000. The amount raised exceeded expectations, exceeded goals, and exceeded the donation total from 2018. This money will be added to the library foundation endowment fund with the goal of having enough principal in the endowment to generate interest income for the library.

The Foundation members met 1/6/20 to debrief and plan for an even more successful December 2020 campaign.

Martin is scheduled to attend the next Foundation meeting to share with the Foundation members the Director's ideas, vision, and accomplishments.

EA reported that the Foundations members are outstanding who are committed to the cause of Baker Free Library.

The trustees are grateful for their service and commitment.

6. **New Business**

a) Make assignments for the 2020 calendar - see above in 5a

b) Trustees 2019 report for the town annual report was written by MV and circulated at this meeting.

c) NH Wildlife Rehabilitation, a not-for-profit, non-Bow resident, has requested use of the library meeting room for a group meeting at no cost.

EA moved to allow use of a library meeting room by NH Wildlife Rehabilitation for no cost. Seconded by DW. Passed by unanimous vote.

d) Martin received a message from Chris that our insurance company felt that a key to the library should be kept with other town building keys for emergency access. Chris communicated that the town could keep a key or they could give the insurance company the emergency 24-hour contact list for the library instead. The trustees

discussed and decided to give the insurance company the 24-hour contact list for emergencies.

- e) NHLT Newsletter to all NH library trustees arrived and advertised the spring conference at the Grappone Center on May 12 from 8am to 3pm. Trustees and Martin will remember to invite the newly elected trustee to the spring conference.
- f) NH Legislation relative to libraries
 - i. Probation periods for new hires
 - ii. Background checks by public libraries on all non-employees who will have contact with minors when presenting at a library-sponsored program or event (HB 1615 (2020))
- g) Regarding the next steps for the interior rearrangement plans by Martin is that Martin will have the big shelf cut and split into two shelves in order to put them onto wheels to make them mobile shelving. This phase one is to get the children's book shelves on wheels. Martin is also moving ahead with plans to transform the director's office into a multi-purpose room which can allow the library to service more passport requests.

7. **Public Comment** None

8. **Adjourn** The meeting was adjourned at 6:21 PM.

Submitted by,
Jennifer Warburton