

**Baker Free Library Monthly Trustees' Meeting
Wednesday February 12, 2020 in the Welch Meeting Room**

DRAFT 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 5:14 pm** by MV

2. **Review/Approve Previous Minutes**

Reviewing 1-8-20 draft minutes. Page 3, Paragraph 5c, change words "confirmed the" to "is consulted about."

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

3. **Treasurer's Report:**

a) January 2020 General Account Report

DW reviewed the January 2020 General Account report. He noted that the library is on track for spending \$44k for the month as budgeted. Checking account still has adequate funds for planned expenditures.

EA moved to accept the January 2020 General Account Report as presented; BP seconded and report approved by unanimous vote.

b) January 2020 RSA & Special Expenditures Report

DW reviewed RSA and Special Expenditures Reports. Nothing unusual in the RSA and Special Expenditures report. Big month for passport processing.

EA moved to approve the January 2020 Special Expenditures Account report and the RSA Account report as presented; BP seconded and motion passed by unanimous vote.

4. **Director Report**

a) January 2020 Stats Summary

Martin added Kanopy stats to the monthly tracking sheet. His only option for Kanopy stats is to either use the number of plays or minutes viewed. Martin will continue working to modify these and will continue fleshing out how to track the electronic resources.

Circulation stats are split because the items circulated number is only the physical collection and does not include the electronic circulations.

b) Logo Modification and Update

The library needs a simplified version of the new logo to reduce certain costs for bulk printing and to have a two-tone, black and white version for uses such as ink stamping. Martin worked with Eva to create a new single or reduced color versions to reduce the

setup costs for print productions. The new logo versions will be incorporated into the brand guide.

The library won't use the new logo for the summer reading program and will stay with the summer reading program material as in past years rather than designing our own material and t-shirts as was a possibility.

The library has investigated using the new logo on bags to help advertise the new library branding. There is a slightly cheaper bag made out of polypropylene that will likely be used as giveaways for marketing purposes. There is a slightly more expensive canvas bag that will likely be made available for purchase. Martin prefers the cheaper bags to flood the market with the new logo and will likely have samples of the bags for the next trustee meeting.

c) Quarterly Reimbursements

The quarterly reimbursements from the RSA account to the general account were delayed due to the timing of Martin's arrival. Because of that, the current transfer is for two quarters.

We are also zeroing out the \$1440 that was in contract services because that was last year's expenses for Eva the logo designer.

We also have \$1550 in donations from the Giving Tree. \$450 was designated as "Director's Choice" and Martin has chosen to use the money to upgrade the website platform. An example of this next step up in web platform is the Guilford Public Library website.

d) Updates

Outside Spaces: Martin met with landscapers who did the 2004 exterior design phases. They will give us an estimate of how much it will cost to produce the design renderings and plans. Martin told them that the goals for the outside spaces project is 1) beautification of the front of the library, meaning the South Street side of the library and 2) creating usable space. Martin had contacted multiple landscape design companies but this is the only one who had returned Martin's call. Martin did note that he had found a photo showing that the big Linden trees out front were planted in 1973.

Children's Shelving: Martin has the 6' long pieces of wood on casters with the end pieces designed to put the children's shelves on wheels. Martin will set it up and test it to see whether it will work for the mobile shelving.

e) NHSL Annual Report

Martin working on the library stats to the New Hampshire State Library Annual Report. Martin used the Libpass database to enter the BFL stats. This does not require trustee involvement. These stats are used for grants and are the one official source of data for activity at BFL. The stats are due by 3/15.

- f) Grants for Generator
Martin is reaching out to a contact who can help write a grant for the library emergency generator.

5. **Old Business**

- a) BOS/SAU/CIPC Updates
3/24 Public Meeting will review feasibility of extending the public water to Bow Mills. The community building refurbishments will begin.
- b) Foundation Update
Martin attended the last Foundation meeting and described how money might best be used to improve the library and library services. A plaque is going up by the entry of the library next to the donation tree listing contributors. It is also on display on the Foundation website.

6. **New Business**

- a) March 11, 2020 trustee meeting will be moved forward 15 minutes to begin at 5pm due to the town meeting.
- b) Received a room request that includes serving alcohol and acknowledged that they will get the event insurance required by trustee policy. DW moved to approve the request; EA seconded, motion passed on unanimous vote.

7. **Non Public Session**

- a) Moved to executive session at 6:15pm
- b) Pursuant to statutory reasons of:
 - ___ (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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.
 - ___ (b) The hiring of any person as a public employee.
 - ___ (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
 - X (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

8. **Motion to leave non-public session** and return to public session by EA, seconded by BP.

9. **Roll Call Vote leave non-public session:** A roll call vote was held on the Motion to leave non-public session and the Trustees individually voted as follows:

DW: Yes
BP: Yes
MV: Yes
JW: Yes
EA: Yes

Motion: PASSED unanimously

Public session reconvened at 6:30 PM

10. **Motion to seal these minutes of the non-public session** for 36 months was made by EA, seconded by DW, as the matters discussed concerned:

___ The divulgence of this information would likely adversely affect the reputation of a person or persons, other than a member of the Board of Trustees.*

X Render a proposed action ineffective

___ Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes: A roll call vote was held on the Motion to seal the minutes, and the Trustees individually voted as follows:

DW: Yes
BP: Yes
MV: Yes
JW: Yes
EA: Yes

Motion: PASSED unanimously.

***Note:** Under RSA 91-A:3, III. *Minutes of proceedings in non-public sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, **taken in public session**, it is determined that divulgence of the information likely would affect adversely the reputation of any person **other than a member of this board**, or render the proposed action of the board ineffective, or pertain*

to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

11. **Public Comment** None
12. **Adjourn** The meeting was adjourned at 6:33 PM.

Submitted by,
Jennifer Warburton