

**Baker Free Library Monthly Trustees' Meeting
Wednesday March 11, 2020 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Benette Pizzimenti (BP), Marc Van De Water (MV), Eric Anderson (EA), Director Martin Walters. By Telephone-Jennifer Warburton (JW)

1. **Meeting called to order at 5:03 pm** by MV

2. **Review/Approve Previous Minutes**

Reviewing 2-12-20 draft minutes.

EA moved to approve minutes as submitted, BP seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) February 2020 General Account Report

MV reviewed the February 2020 General Account report. Postage budget line is at 109%, showing an overage until reimbursed from passport income.

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

b) February 2020 RSA & Special Expenditures Report

MV reviewed RSA and Special Expenditures Reports. Nothing unusual in the RSA and Special Expenditures report but another strong month for passport processing.

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

4. **Director Report**

a) February 2020 Stats Summary

Martin is working on streamlining the new presentation of the stats to better represent electronic circulations. Martin wants to provide a better snapshot of stats such as the stats provided to the state library. Will also work on including social media stats. Martin does not have total control of what stats are tracked for electronic media because that is controlled by each platform but Martin will try to merge the stats the board has asked for that covers the electronic stats and the regular stats into one page.

b) Outside Space

Martin and Phil Wise walked around and inspected the outside space at the library. Phil suggested an idea to choose three landscape designers and hire them to propose a basic plan for a cheaper amount, possibly approximately \$500, and then the board would have more ideas to choose from before investing in the full plan moving ahead with getting schematics made. Green Horizon wants to move straight to drafting schematics for \$1200. Phil suggested names of two other companies to also check for possible additional design ideas before investing in the schematics.

JW moved to authorize Martin to proceed working with Green Horizons for the first part of their proposal, first to try to lower the cost of the first phase from their initial proposal but with authority to spend up to \$1,200. Martin is also to reach out to the two other prospective companies, DeJohn Landscaping and Landesign LLC, to see if they would be interested in visiting the site and to find out whether they would be interested in pitching schematic design as well and at what cost; 2d by EA and passed by unanimous vote.

c) Children Shelving

Martin assembled the new children shelving model and trustees looked at it. With the weight of the shelving the non-industrial casters make the shelves very hard to move and may be insufficient. The current casters may be enough but there are concerns with how high the shelves will be when lifted for industrial casters. However, once the shelves are in place in the new area, the moving should be minimal.

Martin noted that it will take \$4000 to finish the current planned project of converting the children's shelving to mobile shelving. Martin will look at furniture pricing to give the board a choice on whether to proceed with the current conversion of the children's shelving or purchase children's shelving that will fit the library needs.

d) Generator Grant

R&T Electric needs building specs in order to provide the generator specs for the 50-50 grant generator.

e) Logo Update

Business cards, envelopes, and letterhead with new logo have arrived and that is going well.

5. **New Business**

- a) Martin has bank paperwork ready for when we know next year's board officer positions.
- b) EA sent photos of Dave for his gift.
- c) Trustee annual NHTLA Conference coming in and enrollment needed.
- d) Welcome and congratulations to Donna Deos, the newly elected trustee, who was in attendance but not yet sworn in.

6. **Public Comment** None

7. **Adjourn** The meeting was adjourned at 5:47 PM.

Submitted by,
Jennifer Warburton