

**Baker Free Library Emergency Trustees' Meeting
Wednesday, April 29, 2020 via Zoom**

FINAL MINUTES

PRESENT: Marc Van De Water (MV), Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD) and Director Martin Walters.

1. **Meeting called to order at 5:06 pm** by MV and being held remotely via Zoom by authority of Emergency Order #12 Pursuant to Executive Order 2020-04 Temporary modification of public access to meetings under RSA 91-A.

2. **HVAC Bid**

Bid from Bow Plumbing updated to honor 2017 bid prices, bringing bid down from \$48,390 to \$45,980 to complete the work of replacing the HVAC units. This quote includes the work in a second quote that was for an additional \$2400.

Access is to be through the interior of the library and Bob said no cutting will have to happen on the roof.

JW moved to approve today's bid from Bow Plumbing for \$45,980, with half to be paid with the signing of the contract. The approval is contingent on the unit removal and work being completed without cutting through the roof or other library structure; EA seconded. Passed by unanimous vote.

3. **COVID19 Shield at Library Front Counter**

The "social distancing" shield will be stained to match the library front desk.

4. **Mower**

Due to the COVID19 business closures, the library custodian has completed the spring cleanup at the library. The library has typically paid approximately \$2300 annually for spring clean up and summer grounds maintenance. Martin is attempting to save some money by purchasing a riding mower for the library.

EA moved to approve Martin to spend up to \$2600 to purchase a riding mower for library grounds maintenance; JW seconded. Passed by unanimous vote.

5. **Generator**

The new generator bid was compared to a cheaper, past bid and determined that the increase in price is because the new generator bid is to power the whole building and the older bid was only to power the lower level. We are working with Lee to write a grant for 50% of the cost to be paid by grant.

JW moved to authorize Martin to proceed working with Lee to begin applying for the 50-50 grant on the \$49,638 bid to install the full building generator; EA seconded. Passed by unanimous vote.

6. **Adjourn**
MV motion to adjourn the meeting at 5:30pm

Submitted by,
Jennifer Warburton