

Baker Free Library Trustees' Meeting
Thursday, July 09, 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 5:20 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. **Review/Approve Previous Minutes**

Reviewing 6-10-20 draft minutes.

EA moved to approve 6/10/20 minutes as presented, DD seconded and minutes approved by unanimous vote.

3. **Director Report**

a) Reopening Plan Update

i. Bow Emergency Management Director Lee Kimball was in attendance to be updated on the library's continued stages toward reopening.

ii. The library is averaging 23 patrons a day since the reopening for pickups, which is lower than normal.

The signage and traffic flow plan is working well. The library has placed tables along the rope line with new books for patrons to see as they walk in.

It seems 99% of the patrons are wearing their own masks.

Right now the restroom in the foyer is only being cleaned one time per day and there is a sign on the door to inform patrons of that fact.

All book returns going to book drop then to the upstairs conference room for the quarantine days.

Martin expects that maybe by mid-August the library will be ready to look at more options for the upper level.

The process is going so smoothly that staff at the front desk will be reduced from two library staff back to one.

Martin reported that the staff is being supportive of each other with the various health precautions and needs.

iii. Lee Kimball reported that other town buildings are beginning to open up. He added that the library is doing a great job with the pandemic safety procedures and that he supports the library's current path of restricted, staged reopening and supports the library staying on this path.

iv. Separately, Lee also reported about the generator grant application that he has going. Once the library trustees received the bid for the diesel generator from John Rugles that if the trustees vote to proceed he will need a copy of the minutes granting the money. The grant will take longer because of the historical review needed on the historical part of the library building.

b) June 2020 Stats Summary

June had a similar trend in library usage statistics and social media interaction is still stagnant except for the high interaction for posts regarding reopening. Circulation stats for the month only reflect the 8 days of June that the library was open for reserve pickup. Patrons placed request for books online to reserve them and then come to the front counter to pick them up. For the 8 days that the library was open for these reserve pickups, it is a 200% increase from the same 8 days from 2019.

c) Summer Reading Program

The summer reading program went all remote with no in-person events at the library. Every week the participants come and get their weekly kit of activities for the reading program. There are 154 K-to-6 grade children registered and 53 registered adults and teens, but not all are participating.

d) HVAC Update

The HVAC replacement is complete. Some of the zones are currently not working because of a control system problem. Elliot Controls will be in to make the necessary programming changes to get the system running.

The final payment of \$22,000 will be made to Bow Plumbing.

4. **Treasurer's Report:**

a) June 2020 General Account Report

Payroll is at 91% of budget. Books are at 47% of budget because the spending stopped when COVID hit.

DD moved to approve the June 2020 General Account Report as presented; JW seconded and report approved by unanimous vote.

b) June 2020 RSA & Special Expenditures Report

Minimal activity again this monthly report due to the COVID-19 closure.

DD moved to approve the June 2020 Special Expenditures Account report and the RSA Account report as presented; JW seconded and motion passed by unanimous vote.

5. **Non Public Session**

EA Motion to enter non public session at 5:52pm, seconded by JW.

a) Roll call vote to enter non public session

- i. MV: Yes
- ii. JW: Yes
- iii. EA: Yes
- iv. DD: Yes

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.

____ (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.

c) **Motion to leave non-public session** and return to public session by MV, seconded by JW. Passed by unanimous vote.

Public session reconvened at 6:04 PM

6. **New Business** - None

7. **Public Comment** - None

8. **Adjourn**

MV motion to adjourn the meeting at 6:05pm

Submitted by,
Jennifer Warburton