

**Baker Free Library Trustees' Meeting
Thursday, August 12, 2020 via Zoom**

FINAL MINUTES

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

1. **Meeting called to order at 5:18 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 7-9-20 draft minutes.

EA moved to approve July 9, 2020 minutes as presented, DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) July 2020 General Account Report

Reviewed end of previous fiscal year. Remainder of HVAC payment paid from 20/21 budget when it was encumbered in the 19/20 budget. Martin will work to correct the transaction to be taken from the 19/20 budget.

JW moved to approve the July 2020 General Account Report with Martin working to correct the HVAC payment; DD seconded and report approved by unanimous vote.

b) July 2020 RSA & Special Expenditures Report

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

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

4. **Director Report**

a) July Statistics Summary

i. Statistics are making full-year comparisons again rather than just the COVID shut down period. But it must be acknowledged the impact the 3 month shut down will have on the year's statistics. Circulation is down 59% on the year and a 3% decrease in reserves.

b) Reopening Plan Update

i. Reviewed polling from other NH library directors regarding other library opening plans. BFL opened early compared to the other libraries polled. Approximately 5% of the polled libraries will remain closed after Labor Day.

ii. Next phase for BFL will be moving to Phase III. Phase III will entail adding passport services by appointment and computer use by appointment. Both services will be moved to the main floor conference room. Computers will use wireless keyboard and mouse and be returned to the main desk for cleaning between patrons. The book quarantine area will now be wheeled to the old

library area with quarantine period remaining at 72 hours. Phase III is expected to begin in mid August.

- iii. Phase IV will be next. Tentative start date of mid-September. Tentative plan is to open the stacks by adding controlled browsing of the book shelves.
- iv. Following plans will include possibly starting library programming with an estimated start around the start of October.
- v. Received a request from Bow Parks and Recreation Department to ask the library whether the library can host a violin lesson group. This will be permitted once conditions allow library programming to also begin.

c) Friends Book Sale

Friends of BFL will be hosting a book sale at some outside tables in mid-August.

d) Landscaping

John and Phil were on site last week taking measurements for a proposed plan. Horizon still to evaluate the health of the two trees on the South Street side of the building.

e) Town Update

Martin attended the department head meeting and announced that the Board of Selectmen will be broadcasting meetings on YouTube.

5. **Non Public Session**

MV Motion to enter non public session at 5:45pm, 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.

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.

- 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 5:50 PM

MV Motion to Seal Non-Public Minutes for 36 months, EA seconded. Passed by unanimous vote.

6. **New Business -**

- a) CIP Item Changes to Update Budget Committee. Library can remove the HVAC project from the CIP list. For the generator installation, library has the expected 50% set aside and waiting for the quote from R&J.
- b) In Memoriam Donation. The family of Kay Helms would like to make a donation to the library. Martin has worked with them and have decided on the donation coming in as a concrete bench to be placed to the left of the entrance doors. Martin first directed them to the library foundation but the foundation was not quite ready to handle this type of donation request. Martin recommends this donation to improve the seating at the entrance area. Kay Helms was involved with the library with donations to BFL lower level construction fundraising and was also on the library donor tree. JW Motion to approve acceptance of the donation of an *in memoriam* bench for Kay Helms to be designed and placed with Martin's approval. DD seconded. Passed by unanimous vote.
- c) MV announced he will be stepping down from the board of trustees as he will be moving from Bow in a few days. The trustees thanked MV for his commitment and service to BFL.

7. **Public Comment - None**

8. **Adjourn**

MV motion to adjourn the meeting at 6:00pm.

Submitted by,
Jennifer Warburton