

**Baker Free Library Trustees' Meeting
Wednesday, September 9, 2020 via Zoom**

FINAL MINUTES

PRESENT: David Withers (DW), Bob Arnold (BA), Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD), and Director Martin Walters.

1. **Meeting called to order at 5:18 pm** by EA 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 8-12-20 draft minutes.

One correction in paragraph 4 B to change the word "not" to "now."

DD moved to accept with the above correction the August 12, 2020 minutes, EA seconded and minutes approved by unanimous vote, with DW and BA abstaining.

3. **Treasurer's Report:**

- a) August 2020 General Account Report

The HVAC payment paid from 20/21 budget was corrected and taken from the 19/20 budget. With this correction the general account left a carry over amount of approximately \$103,000.

DW moved to approve the August 2020 General Account Report; DD seconded and report approved by unanimous vote.

- b) August 2020 RSA & Special Expenditures Report

Another month with minimal activity in the RSA and Special Expenditure accounts.

BA moved to accept the August 2020 Special Expenditures Account report and the RSA Account report as presented; DW seconded and motion passed by unanimous vote.

4. **Director Report**

- a) August Statistics Summary

- i. Book reservations are up 200%. In the summer reading program there were 107 children that participated, logging 444 hours of reading and reading 1136 books. (In previous years when the on-site program was held the library averaged 250 children participating.) The teens and adults that participated in the summer reading program read 300 books.

- b) HR Update

- i. Martin has changed the performance evaluation process and is now conducting mid-year and annual reviews. He has completed the mid-year reviews.
- ii. Two of the library staff are making some changes in their schedule to accommodate school and other changes. They both will continue to be able to help during school holidays and other breaks in their schedules to cover gaps and needs in the library.

- iii. The current flexible-hybrid staffing schedule through the end of the year to support reducing staff numbers in the workroom.
 - iv. Martin is evaluating how to cover additional staffing needs by either adding some hours to the student staff member's schedules or possibly posting a position to fill the staffing needs.
- c) Reopening Plan Update
- i. Phase III Review
 - 1. Phase III began September 1 and added passport services by appointment and public computer use by appointment. So far there have been two patrons reserving and using a computer. So far there have been calls regarding the passport service but no patrons have made a passport appointment.
 - 2. Library continues to receive a significant number of reservations and book pickups, averaging approximately 25 to 30 patron book pickups per day.
 - ii. Phase IV Proposal
 - 1. Library staff is preparing for controlled browsing by request by opening the stacks for controlled public access. This would include patrons being able to ask to browse the shelves and the staff allowing the patron in up to a certain number of patrons. Signage would remind the patron that anything they touch should be put into a basket for quarantining.
 - 2. This phase will require a lot of logistical preparation. One step is that the children's shelving will be moved to accommodate proper distancing.
 - 3. Martin proposed a tentative start date of October 1.
 - 4. The trustees raised additional logistic questions and arrived at a consensus that October 1 was too early to move to the proposed Phase IV. Trustees are pleased with the current level of services and are grateful for Martin's and the staff's willingness to prioritize patron requests but no date has been determined for moving to Phase IV. Trustees noted that approximately 50% of NH libraries remain closed and Martin's note that bigger libraries are now allowing browsing by appointment. Trustees note that PHase IV will be revisited at the October meeting.
 - iii. Related to the current Phase III status of the library, Martin received a call from a person regarding the use of the library by groups such as Easter Seals that wants to have access to the library during the day by the time winter arrives. The caller said they wanted that access to bring in groups to use the library facilities by November. At the current time, the trustees do not give any dates that the library facilities may be opened for public access as requested by the caller. Trustees note this access can be revisited again.

5. **Old Business**

a) Town Update

At the Sept. 1, 2020 BOS meeting Bob Arnold was appointed to fill the opening on the BFL Board of Trustee left by Marc Van de Water leaving. In the previous month DW was appointed to fill the opening left by Benette Pizzimenti. Both are to serve until the next town election and the individual running for the position will be elected to serve what

would have been the remainder of term for the trustee for whom they replaced. Meaning that the person running to replace DW, who replaced Benette, will be running for a full term since Benette's term would have ended in 2021 anyway. The person running to replace BA, who replaced Marc, will be running for a one year term since Marc's term would have ended in 2022.

b) Roof Lawsuit

JW will draft a summary to include a brief history of this issue, the value at issue, and current status for the next meeting.

6. **New Business -**

a) Budget preparation

Geoff will send new budget worksheets in early October. In previous years the practice was for the director to put together a draft budget proposal for approval by trustees before it is presented to the Bow budget committee. The process will be the same this year with Martin putting together a draft to distribute to the trustees by at least the weekend before the next trustee meeting on 10/14/20 and the trustees intend to review, adjust, and approve the proposed budget at the 10/14 meeting.

b) Landscaping - no update

c) Director Newsletter - Martin looking at the possibility of his newsletter going to all library card holders.

d) Heritage Commission - preparing for the 300th anniversary of Bow in 2027 and the library may want to consider involvement in those events.

e) New positions for trustees - trustees all agreed to take up the motions for trustee board positions at the beginning of the 10/14 meeting.

7. **Public Comment - None**

8. **Adjourn**

BA motion to adjourn the meeting, seconded by DW and passed by unanimous vote. Meeting adjourned at 6:50pm.

Submitted by,
Jennifer Warburton