

**Baker Free Library Trustees' Meeting  
Wednesday, October 14, 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 5:17 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. **Election of New Trustee Chair**
  - a) BA nominated DW for chair; JW seconded. Passed by unanimous vote.
  - b) DW took over conducting the meeting.
  
3. **Review/Approve Previous Minutes**

Reviewing 9-9-20 draft minutes.

One correction on page 1 to change "other" to "and." Another correction on page 2 to correct the spelling of a name.

EA moved to adopt the minutes as corrected. BA seconded and minutes approved by unanimous vote.
  
4. **Treasurer's Report:**
  - a) September 2020 General Account Report

On track with where we are in the fiscal year having spent approximately 22.9% of the year's budget. Electronic media expenditures are higher than the other expenditures until the reimbursements are made to the general budget from the passport income. Sewer expenditures are also high, at 76%. Those payments are made quarterly and it appears one payment was incorrectly charged against this fiscal year's budget rather than properly charged against last year's budget. Martin will check on making that correction.

DD moved to approve the September 2020 General Account Report; BA seconded and report approved by unanimous vote.
  - b) September 2020 RSA & Special Expenditures Report

August receipts deposited, which records in the September report.

BA moved to accept the September 2020 Special Expenditures Account report and the RSA Account report as presented; DD seconded and motion passed by unanimous vote.
  
5. **Director Report**
  - a) September Statistics Summary

- i. The statistics for this year will carry forward the impact from the library COVID closure. The reserves are up significantly as patrons get more comfortable with the process to reserve a book online and then come pick it up. Patrons are also coming and making their book requests at the library, where the staff will get it for them right then. Electronic resource usage is also increasing. Social media engagement with the library is leveling out.

b) HR Update

- i. Martin will conduct interviews next week for a part-time staff member to help cover the gaps in the schedule to cover the front desk.
- ii. One current library page is being moved to be trained to help cover the front desk to also help those coverage needs. His duties will change from page job duties to the front desk staff job description.

EA moved to increase this staff member's pay from \$8.92 per hour to \$9.15 per hour, following the recommendations of the Director; BA seconded. Passed by unanimous vote.

c) Reopening Plan Update

i. Phase IV Proposal

1. Some patrons have been asking when the library will open for browsing. Staff is ready to support this to manage the browsing and quarantining of staff materials.
2. Additional requests for meeting space have been received.
3. The consensus of the trustees, though not unanimous, is that we continue to want to proceed cautiously and are not yet ready to move to Phase IV open browsing. The trustees are grateful to the staff and Martin for their planning and readiness to support the patrons.
4. Most patrons continue to express satisfaction with the services the library is currently providing, though there is a small percentage seeking for the library to offer more than book reservation and pick up and digital resources.
5. In questions to Martin,
  - a. Who will bear the cost of the additional cleaning needed once patrons are allowed to enter into the stacks? Martin believes it will be the library that bears this cost.
  - b. Who will do the cleaning/sanitizing? Martin believes it will be staff do the extra cleaning, not hiring out.
  - c. Will the extra duties require additional pay to the staff for the work outside of their job description?
  - d. Will patrons be able to take books and sit to review them before deciding which to check out? Martin said the chairs will be removed?
  - e. Will there be a limit to the number of people?
  - f. Will patrons have a time limit and will staff have to enforce telling a patron their time is up?
  - g. Will there be one-way traffic flow?

- h. Will there be limits to how many patrons can be in a row?
  - i. Will everything patrons touch be cleaned or quarantined? Martin said patrons will be handed a basket and all books they touch are to go into the basket. They can check out what they want from that and the other items will go to quarantine.
  - j. Will there be a list of patrons who enter in case it is needed to assist contract tracers? This raises significant patron confidentiality issues as protected by RSA 201-D:11 Library User Records; Confidentiality.
  - k. **TO DO:** Trustees are to send additional questions regarding the specifics of opening the library for patron use to Martin for his planning purposes.
  - l. **TO DO:** Martin will research further for opening specifics.
6. Regarding opening meeting rooms, the library would like to be able to resume this service but the trustees are not ready to move forward with opening meeting rooms for patron use or outside reservations. Martin also recommends that the library remain synchronized with the other town facilities.

6. **Old Business**

a) Town Update

DW and Martin will look at the annual calendar and make the plan for the following months.

b) Generator Quote

Received quote from R&T for library generator for emergency shelter planning. The new quote is for the diesel generator for a total of \$63,089. With the diesel generator, the town has committed to assist with the refueling of the generator. Lee Kimball will begin the 50-50 grant process for the library to receive a grant for 50% of the total cost, leaving \$31,545 cost to the library.

JW moved for the library to set aside \$31,545, from the rollover money from last year's fiscal budget, for the library's portion of the cost of the diesel generator and for Lee Kimball to begin the 50-50 grant process for the other \$31,545 for the diesel generator quote; BA seconded. Passed by unanimous vote.

7. **New Business -**

a) Budget proposal

Martin presented his proposed budget. His goal was to tighten up and keep the budget level. In the budget, the COLA, employee health insurance costs, and sewer costs are numbers from the town. The town also prepared the numbers for salaries for the upcoming budget year, which included a 2.5% wage increase across the board for all employees plus a 1.5% COLA increase.

BA moved to apply the 2.5% salary increase for all employees plus the 1.5% COLA pay increase as reflected in the 21-22 budget; DW seconded. Passed by unanimous vote.

DW moved to accept Martin's step-up salary proposals as highlighted on the proposed budget; DD seconded. Passed by unanimous vote.

EA moved to accept the proposed budget as presented by Martin; JW seconded. Passed by unanimous vote.

- b) Town Budget Meeting - The Budget Committee meeting is tentatively scheduled for November 14. It is unknown whether it will be in person or via Zoom.
- c) November Trustee Meeting - Due to Veteran's Day on November 11, the November trustee meeting will be moved to Thursday, November 12 at 5:15pm.

8. **Public Comment** - None

9. **Adjourn**

BA motion to adjourn the meeting, seconded by EA and passed by unanimous vote. Meeting adjourned at 6:54pm.

Submitted by,  
Jennifer Warburton