

**Baker Free Library Trustees' Meeting
Wednesday, November 12, 2020 via Zoom**

DRAFT 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 5:16 pm** by DW 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 10-14-20 draft minutes.

One correction on page 2 to correct verb form.

EA moved to adopt the minutes as corrected. BA seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) October 2020 General Account Report

We are approximately 33% through the fiscal year and spending is in line with that. Martin had checked and there was a duplicate sewer payment made in July and that is being corrected.

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

b) October 2020 RSA & Special Expenditures Report

The library received some donations year month and that is reflected here. All other spending and receipts as expected.

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

4. **Director Report**

a) October Statistics Summary

i. The usage statistics are in a consistent pattern now with the current services available at the library.

ii. At a Director's meeting with other library directors, in a poll of 82 directors, 59% reported reduced patron usage.

b) HR Update

i. Martin hired Sara Lutz Blackburn to work at the circulation desk. Sara is one semester away from completing an MLS. Sara will work on Mondays and

Saturdays and has already completed 2 days of training as of the date of the trustee meeting.

- ii. Martin checked bylaws as to whether trustees have to approve wage grade changes. It is not specifically included in the bylaws that this requires a vote.
 - iii. Martin is refining the wage table that was presented at the October meeting based on staff feedback.
- c) Safety Walkthrough
- i. Martin is acting all all items noted in the safety walkthrough, including the battery packs, sprinkler system, and Patch room ceiling.
- d) Reopening Plan Update
- i. Phase IV Status
 - 1. Martin went to Hillstown Co-op to learn what other libraries are doing for their opening status
 - 2. Martin has refined the Phase IV proposal to include the opening of browsing to include limitations of 5 individuals in the adult section and 2 households in the children's section. No seating. No appointments required. Hand sanitizers available. No contract tracing, or recording the names of the browsers admitted. Discussion regarding masks being required.
 - 3. Trustees decided that we do not yet want the library open for browsing and that this Phase IV option to open the library further is not up for discussion again until approximately March.

5. **Old Business**

- a) Roof litigation - JW has been asked to contact the town attorneys to get an assessment from the attorneys regarding the next steps.

6. **New Business -**

- a) Changing to Trustee annual calendar
DW and Martin reworked the annual calendar. Town meeting updates were removed and monthly library policy reviews were added back.
- b) Town Budget Meeting - The Budget Committee meeting will be November 14 and a notice will be sent as to whether it is in person or Zoom.
- c) Email from Ann Hoey
The email informed the trustees about a compilation of links to various sources on the library website. This site was up temporarily and the library staff had expressed discomfort about it to Martin and Martin listened to the concerns and removed the site before the concern was raised to the trustees.
- d) Bow Rotary will contact Martin about selling the Rotary tickets.
- e) EA has informed the town clerk that there will be two trustee openings on the ballot for the 2021 town election.

7. **Public Comment** - None

8. **Adjourn**

EA motion to adjourn the meeting, seconded by EA and passed by unanimous vote.
Meeting adjourned at 6:45pm.

Submitted by,
Jennifer Warburton