

**Baker Free Library Trustees' Meeting
Wednesday, December 9, 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 11-12-20 draft minutes.

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

3. **Treasurer's Report:**

a) November 2020 General Account Report

We are approximately 42% through the fiscal year and the budget spending is on target. Two lines were in the negative because of the \$3069 for the COVID spending reimbursement.

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

b) November 2020 RSA & Special Expenditures Report

Account reports are as expected.

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

4. **Director Report**

a) November Statistics Summary

- i. Library usage statistics are steady but we will be carrying forward the hit that we took during the COVID closure.
- ii. 40 creative kits with crafts and science projects went out so far in December.
- iii. Juliana is doing children's book readings over Zoom.
- iv. The library has set up a letter box to Santa and it has received 28 letters so far.
- v. ILL has restarted - BFL is borrowing 3X more books than it is lending through ILL.
- vi. Amy is the ILL contact and has also been having "book talks" with a core of 20-25 adults for book discussions.
- vii. Adult craft projects are also happening. BFL has a channel on YouTube and they have 23 subscribers.

b) Updates

- i. The bench donation arrived on Nov. 24. It is a teak bench that still needs to be bolted down. Bob will work on anchoring the bench.
- ii. Audit happened between November 18-25. Abe delivered our accounting records and Martin delivered it to the town. There had been no requests for follow-up information.
- iii. Phase III COVID procedures were still in place
 1. Entryway was redesigned to showcase more books and invite more visual browsing. The new books are in the art gallery section of the library. This has created a nice visual impact for patrons.
- iv. Safety Walkthrough update
 1. Martin is talking with the recommended repair person to fix the hole in the ceiling of the computer server room and to repair the hatch in the custodiam room that needs a latch.

c) Museum Passes

- i. Friends of BFL renewed the museum passes program for the museums that have reopened. There were some inquiries and Friends renewed the program to meet that need.

5. **Old Business**

- a) 21-22 Budget - The budget was proposed to the Bow Budget Committee on Nov. 21. The budget presentation went smoothly. The library has not received any feedback or follow up questions.
- b) DW delivered the sympathy card and a picture of BFL to Benette Pizzimenti's daughter after Benette's passing.
- c) Roof litigation -
 - i. BA moved to authorize a counter proposal of accepting \$22,000 to settle the Arsenault claim, DW seconded. Pass by unanimous vote.
 - ii. JW to contact the attorneys to convey the counter proposal and to inquire about litigation through District Court.
- d) There will be two open positions on the BFL Board of Trustees.

6. **New Business** -

- a) Annual Town Report
 - i. Martin will write a library director's report and the trustees write a library trustee report for the town's annual report. Dave will write the trustee report.
 - ii. Martin will send his draft around and a brief meeting will be scheduled to edit and approve the report before submitting.
- b) Martin will inquire about ordering pizzas or other food for a holiday party for the library staff.

7. **Public Comment** - None

8. **Adjourn**

BA motion to adjourn the meeting, seconded by EA and passed by unanimous vote.
Meeting adjourned at 6:03pm.

Submitted by,
Jennifer Warburton