

**Baker Free Library Trustees' Meeting  
Monday, December 18, 2023 at Baker Free Library**

**DRAFT MINUTES**

**PRESENT:** Bob Arnold (BA), Eric Anderson (EA), Shari Vincent-Crisp (SVC), Matt Gatzke (MG), and Director Martin Walters (MW).

1. **Meeting called to order at 5:21 pm** by BA

2. **Approval of November 14, 2023 draft minutes**

BA moved to approve the 11-14-23 Trustee meeting minutes. EA seconded. Hearing no discussion, the motion was approved. Corrections to be made: remove "produced by Eric" in regard to calendar; EA commented that Tom O'Donovan should be consulted about monuments.

3. **Treasurer's Report:**

a) November 2023 General Account

EA highlighted a few line items that seem to be higher than expected at this point in the fiscal year including Full Time Wages, Books, Electronic Media, Building Maint., Grounds, Postage and Special Programs. Full Time higher due to upgrade of a staff position, which accounts for lower Part Time line. Special Program and Postage will be reimbursed from the RSA account. Electronic Media line reflected activity at the start of the year, but further expenditures not expected. Quotes for maintenance items continue to be higher as each item unfolds. MW added \$3K to the Maintenance line. Things are in line at 39.47% of the overall budget. BA moved to approve the November 2023 General Account. SVC seconded. Hearing no discussion, the motion was approved.

b) November 2023 RSA & Special Expenditures Account

EA commented that the Special Expenditures account continues to move in a positive direction. Highlight item were photocopier usage (\$127.45) and Passport fees (\$943.08). Total of \$28,631.17. MG moved to approve the November 2023 Special Account. BA seconded. Hearing no further discussion, the motion was approved.

4. **Director Report**

a) November Statistics

i. MW highlighted that current year-to-date is quite close to 2022 totals. MG asked about trends with Tr. Languages which has a -25% decrease in usage. The cost of \$400 a year so it may be reconsidered.

b) Updates

- i. MW reported generator was installed on 12/6 which regrettably caused the library being closed a full day when expectation was only half a day. They may have cabled the generator to power the entire building not just the lower level.
- ii. MW met with Susanne Smith-Meyers so she could see the generator placement and consider tweaks to design.
- iii. MW reported the budget presentation in front of the town went well.

- iv. In the interest of the ongoing CIP discussion, MW had an HVAC firm come and evaluate the current system. They provided two quotes: \$200,876 - \$225,000 with the lower bid likely to repurpose certain system components. The elevator has been moved out beyond ten years in the future. Carpet replacement is most likely going to happen before HVAC and there are funds in the account for that replacement.
- v. MW reported that one of the two parking lot lights is out. The cost to replace it is \$1459 which includes rental of a lift. SVC made suggestion to have them check both lamps and evaluate for replacement of the second unit if units are similar in age.
- vi. A total of 35 people attended the holiday concert. 68 attended the Squam Lakes Science Center owl presentation. The Polar Express event drew 120 attendees.
- vii. Calendar sales are ongoing and are on display at the entrance.
- viii. MW reported that Amy and Lauren will be assisting him with interviewing Sara's replacement and that one person is a strong candidate but they will be posting the job via other channels. The goal is to have someone report in January.
- ix. Staff photo will be taken for town report on 12/28 (Trustee photo taken prior to start of today's meeting.)
- x. Two staff have paid vacation days that are over the total usually accrued. One has 72 hours to use and another has 46 hours. MW will encourage staff to take vacation time to bring carryover totals below 80 hours.
- xii. Sara's last day is Thursday, 12/21/23 and she will be feted with a lunch at 1:00 p.m.

5. **Old Business**

a) Strategic Plan

- i. MW presented a draft of the strategic plan which will next be produced in greater fashion for marketing of the plan.

6. **New Business**

- a) Trustee Photo: Photo was taken prior to start of the trustee's meeting.
- b) Town Annual Report – trustee segment needs to be composed by early January.
- c) 2024 Holidays and Early Closures: Trustees reviewed holidays as presented and via consensus agreed that the library will be closed on the day after Christmas in 2024.
- d) BA commented that no library staff attended the annual tree lighting ceremony. Would have been a great outreach opportunity.
- e) Meeting dates were set for first quarter of 2024 (Jan. 11, Feb. 8 and Mar. 14).

Motion was made at 6:22p.m. by SVC and seconded by BA to adjourn the meeting. The motion was approved.

Submitted by,  
Matt Gatzke