

**Baker Free Library Monthly Trustees' Meeting
Wednesday November 13, 2019 in the Welch Meeting Room**

FINAL MINUTES

PRESENT: Dave Withers (DW), Benette Pizzimenti (BP), Marc Van De Water (MV), Jennifer Warburton (JW), Eric Anderson (EA), Director Martin Walters.

1. **Meeting called to order at 5:20** by MV

2. **Review/Approve Previous Minutes**

Reviewing 10-09-19 draft minutes. In Section 7(e), change word "excess" to "unexpended."

EA moved to approve as corrected, DW seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) October 2019 General Account Report

Nothing noteworthy and on track from previous month.

EA moved to approve October 2019 General Account Report; BP seconded and report approved by unanimous vote.

b) October 2019 RSA & Special Expenditures Report

Very little activity in the RSA and Special Expenditures accounts. Only the typical receipts and deposits.

EA moved to approve the October Special Expenditures Report and the RSA report; BP seconded and reports approved by unanimous vote.

4. **Director Report**

a) October 2019 Stats Summary

Consistent circulation numbers are where they are expected to be. Hoopla usage is also settling now that the bump from introducing the new service has passed. Martin sees that there is some work to do in the collection to evaluate priorities between electronic and paper collection.

Sample of programs from the past month was a Harry Potter themed Escape Room activity that had 100 people attend over the three days the activity ran. A Tea-Rex kids party was held and had 50 people attend.

Computer use needs to be evaluated to verify that the condition of the computer equipment are not contributing to the decreased computer usage. Some monitors on the public computers will be updated soon.

Program attendance statistics, meeting room usage statistics, and statistics overall will be reviewed by Martin.

b) 2020-2021 Budget Worksheet and Narrative

Martin submitted the budget narrative to Geoff and attended the budget workshop by the town. The town budget review is scheduled for 11/16/19 with the library most likely presenting at 8am.

Martin included the Return on Investment number on his narrative handout but hopes to in the future be able to capture the social return on investment so help the town see the benefits that the library provides for the town beyond the "book savings" ROI.

Martin also sees some needs for adjustments between budget line items because of the items that need more money than what is allocated in the current budget, specifically, the Professional Development budget and Programming budget are currently below what is needed.

Because of some updated numbers, the budget worksheet increased about \$900 from the draft worksheet from October's trustee meeting to a total of \$530,152.

c) Revision of Job Description and Job Openings

The library still needs to replace one part-time job for about 18 hours per week and the library now has a second part-time job open for about 15 hours per week. Martin would like to update the job descriptions and do some realigning of tasks to better leverage the skills and experience of the current staff.

One pending question is whether the trustees need to approve revised job descriptions.

d) JLMC Safety Walkthrough

The Joint Loss Management Committee completed their safety walkthrough. The changes that need to be made are the emergency batteries need to be replaced and some wires need to be replaced in one room.

e) NHLTA Workshop

Martin attended NHLTA workshop with EA.

f) Other items

The previous snow removal person is not available this winter and Martin is working on a replacement to clear the walkways.

One recommended change on the meeting rooms is to install an HDMI input to simplify projector use in the MCSB Room.

5. **Old Business**

a) Update on BOS/SAU/CIPC

EA gave town update.

b) Logo Subcommittee Update

Drafts of the Logos for use by Friends and Foundation were circulated.

Martin and the library staff continue to work with Eva on the rest of the branding materials.

Drafts and quotes for the exterior signage were circulated. Major items are that the granite material is preferred and for the tagline to be removed. Another major suggestion is to consider a single-sided sign that will be installed parallel to South Street. This possible placement could include removal of the big trees and possible relocation of the sidewalk.

Martin will draft a rough image of what this placement and changes could look like. Martin will also contact sign company to get an approximation on estimated durations and costs for upkeep of a new granite sign.

c) Yoga at Library

Yoga NH classes will continue to be offered at the library and Yoga NH will keep the rate of their current agreement for their for-profit yoga instructor classes.

d) Previous Year's Unexpended Funds

Discussion with no conclusions regarding using the unexpended funds toward the new exterior sign project or toward the HVAC replacement needs.

e) Library Space Use by Heritage Commission

Martin reviewed the current Memorandum of Understanding with the Heritage Commission regarding space usage at the library. Martin reviewed the new space that they are requesting to use. Martin believes that space is not usable for library use. Martin proposes to move the glass case with artifacts upstairs for display, possibly in the old part of the library. The Heritage Commission would like to put archive materials in this room. Martin and the Board support this plan for the Heritage Commission for archive and clerical space.

f) Foundation Update

EA gave an update on the library Foundation and their annual fundraising event. The letters for the fundraising drive have gone out in two batches. They have set a goal of raising \$10,000 this year. This was the same goal they set for last year and they surpassed it last year by raising \$12,000. The Foundation is also considering some changes to their plan for all money to go to the endowment.

g) NHLTA Request

NHLTA has requested to use the MCSB room on June 6, 2020.

EA moved to grant NHLTA the opportunity to use MCSB room on June 6, 2020 at no cost.

h) Donation

The library received a \$150 donation from NH Telephone Association with funds to be used to buy technical books for the library.

DW moved to accept the donation; EA seconded. Unanimous vote.

6. **Public Comment** None

7. **Adjourn** The meeting was adjourned at 7:41 PM.

Submitted by,
Jennifer Warburton