

**Baker Free Library Monthly Trustees' Meeting
Wednesday December 11, 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 5:14** by MV

2. **Review/Approve Previous Minutes**

Reviewing 11-13-19 draft minutes. Page 3, change word "class" to "glass." Page 4, add donation amount.

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

3. **Treasurer's Report:**

a) November 2019 General Account Report

DW reviewed the report. Typical expenditures.

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

b) November 2019 RSA & Special Expenditures Report

DW reviewed RSA and Special Expenditures Report. Good month for passport income.

EA moved to approve the November Special Expenditures Account report and the RSA Account report; BP seconded and motion passed by unanimous vote.

c) Update authorities with Merrimack County Savings Bank

DW worked with Shannon at Merrimack County Savings Bank to ensure that we have the right persons on the accounts at the bank. There is one more change that needs to be made to add authority for Martin to be able to make inquiries on the accounts and to remove that same authority for the previous director, Lori.

DW moved that Lori Fisher, previous Director of the Baker Free Library, be removed and replaced by Martin Walters, Director of the Baker Free Library, as having inquiry authorization on Baker Free Library account numbers *123, *355, and *425 at the Merrimack County Savings Bank; EA seconded and motion passed by unanimous vote.

Trustees signed the motion and Martin will deliver the signed approval to the bank.

4. **Director Report**

a) November 2019 Stats Summary

Martin still wants to probe stats in tracking program attendance. Circulation for kids books and adult fiction are strong and consistent.

b) Logo Update

Eva produced a logo to be used on the library social media accounts.

Regarding the exterior signage, Josh said the bid would be \$400 less if remove tagline from sign. Colors can be updated and refreshed but expects 10-year lifespan for the sign. Price of signs expected to increase 5% in January. Trustees discussed and agreed that we wanted the tagline to not be on the exterior sign.

Regarding the launch of the new logo, Martin and Amelia will work on preparing for a virtual launch for 1/1/20. The plan is to extend the launch of the new logo with additional launch events, including launching the new exterior signs later.

Library staff already has a Word version of the new letterhead to begin using 1/1/20.

Martin will investigate having a product, such as a reusable shopping bag, for future month rollout event.

MV moved for Martin to pay for the 6ft sign to hold the 2019 price but delay making the sign until the trustees review any landscape design recommendations on the sign size before giving final approval on making the sign. Martin to verify that should the library order a smaller sign that the excess paid will be refunded and that the company can store the sign until the library is ready for installation. DW seconded. Passed by unanimous vote.

c) Auditors

Martin worked with auditors to review library's accounting. There has been no follow up reporting after the auditors' review.

d) New Snowblower

Because the previous person who cleared snow from the walks was no longer available, Martin talked to Bob and agreed that with a new snowblower Bob would clear the snow from the exterior walkways.

e) Hillstown Cooperative

Martin attended the Hillstown Cooperative meeting and they requested that BFL host a cooperative meeting in 2020.

f) Personnel

Jen Griffin has resigned her position and 12/20 will be her last day. Martin has been advertising the position and has a plan if he does not receive applications.

g) Mridula Inquiry About Trustees

Mridula Naik, Town Clerk, asked Martin about which trustees terms were ending and whether they would be running. DW stated that his term was the only trustee term expiring and that he has decided that he would not stand again for election.

h) Christmas Party

Martin asked about whether any library budget was used in past years for staff Christmas parties. Trustees did not recall any budget money being used in the past for the party.

i) Wish List

Martin presented a list of items he would like to implement at the library to get an initial impression from the trustees. With trustee approval, Martin would move forward with costing the various ideas.

i. Outside beautification:

1. Front (South Street side)

Martin will get an arborist opinion on health of trees at the front of the library. He received one quote already of \$5500 for tree removal.

2. Side (Northeast Ave side)

Martin would also like to look at the use of the side of the library to maximize any possible uses it could be for library or community purposes.

3. EA suggested contacting landscape architect for planning both the front and side changes. Trustees discussed this and Martin will contact some landscape designers for more information.

ii. Interior changes

Martin reviewed the interior of the library and the following are his priorities to improve the use of the library space.

1. Art gallery

Create a space at the front of the library that can be used for art galleries. This includes moving the New Book shelves to open up the doorway and possibly putting a digital sign there to advertise programs.

2. Children's section

Create a space where children's programs can be near the children's collection and to create a space that better contains the children's noises by moving the children's collection into the old part of the library. This would include moving the non-fiction shelves back to where the children's shelves are currently.

To optimize the use of the space in the old building, Martin will investigate having the children's bookshelves converted to mobile shelves so that the shelves can be pushed aside for after-hours events in the old section. Martin sees that it cost \$1470 to have one of the children's shelves split and put on wheels when Lori made that change.

3. Director's office

Martin would like to optimize passport income and passport services by changing the director's office into a multipurpose space that can also be used for passport servicing.

4. Book sale room

Martin would also like to investigate converting the on-going used book sale into an annual event and investigating further uses for the current unfinished space used as the book sale room.

The trustees discussed the above ideas, thanked Martin for the work to develop these ideas and Martin will now gather some cost information for the projects.

5. **Old Business**

a) Update on BOS/SAU/CIPC

JW gave town update.

b) Use of Prior Year's Funds

Geoff emailed Martin and recommended the library ask for \$10,000 instead of \$20,000 in the CIP. Martin will get back to Geoff that the trustees are still requesting \$20,000 for the maintenance projects needed.

MV moved to commit the money necessary to cover the proposal, in the approximate amount of \$45,000, to replace the air conditioner system for the expenditure to happen in Spring 2020; DW seconded and motion passed by unanimous vote.

c) Foundation Update

EA gave an update on the library Foundation and said that the annual fund drive is going well and they are currently within 5% of achieving their goal. The foundation has received one donation of \$1500 and another for \$750 with many smaller contributions. The average contribution is \$225.

6. **Public Comment** None

7. **Adjourn** The meeting was adjourned at 6:50 PM.

Submitted by,
Jennifer Warburton