

**Baker Free Library Trustees' Meeting  
Wednesday, January 13, 2021 via Zoom**

**DRAFT MINUTES**

**PRESENT:** David Withers (DW), Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD), and Director Martin Walters.

1. **Meeting called to order at 5:18 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 12-9-20 draft minutes.  
  
EA moved to adopt the minutes. DD seconded and minutes approved by unanimous vote.
  
3. **Treasurer's Report:**
  - a) December 2020 General Account Report  
We are approximately 50% through the fiscal year and the budget spending is on target.  
  
DD moved to approve the December 2020 General Account Report; DW seconded and report approved by unanimous vote.
  
  - b) December 2020 RSA & Special Expenditures Report  
Account reports are as expected. \$5642.63 in disbursements, composed of \$3069 paying back into general account and \$2572 of passport revenue reimbursing electronic resources costs from general account.  
  
DD moved to accept the December 2020 Special Expenditures Account report and the RSA Account report as presented; DW seconded and motion passed by unanimous vote.
  
4. **Director Report**
  - a) December Statistics Summary
    - i. Library usage statistics are holding steady. Electronic resources usage is still very high. A finer look at statistics and usage will be available from the state library in a couple of months. Social media patron interaction is still down.
  
  - b) Updates
    - i. Safety Walkthrough update
      1. The hole in the ceiling of the computer server room has been repaired and the hatch in the custodiam room has had the latch installed.
      2. R&T will be coming to work on emergency lights.
      3. Sprinkler warning light needs to be checked.
      4. Stairwell call boxes call to upstairs red phone. Fire Department wants that red phone to be able to dial out to 911. Martin is investigating what needs to be done to make that possible.

- c) Giving Tree
  - i. Received donations totaling \$1008.25 for the Giving Tree. This is down a little from last year, as expected, since patrons are not spending time in the library to have the visual prompting to make the donation.
- d) Budget Update
  - i. Geoff reported that the Budget Committee has no further questions for the library and will be moving forward with the budget as it was presented.
- e) Generator Update
  - i. Lee asked for three points of information before the grant application can proceed. This process will slow the grant process. He needs:
    - 1. Confirmation that the trustees have the authority to spend the library budget.
    - 2. Confirmation as to whether trustee bylaws require multiple bids.
    - 3. Answers to a set of questions because the library is an historic building.

5. **Old Business**

- a) No substantial update on the roof litigation.
- b) January 20 to January 29 is the window for trustee candidates to sign up.

6. **New Business -**

- a) Bovie sign request: Bovie has sublet a portion of their building to a real estate brokerage. They have asked to add a second sign that hangs under the Bovie sign advertising the brokerage.
- b) Trustees need information about the site plan and whether it is an easement or whatever other information needed to determine who has authority to make that decision.
- c) An additional consideration is whether the additional sign will create any obstruction for drivers.
- d) Policy Reviews to begin at upcoming trustee meetings.
- e) Feedback on entry setup
  - i. Entry has additional book displays. Displays are often thematic.
  - ii. The book displays have supported circulation.
  - iii. There have been no additional requests for browsing the stacks.

7. **Public Comment** - Sally joined the meeting and noted that she wanted to attend because she had always wondered what happened at the trustee meetings.

8. **Adjourn**

Meeting adjourned at 6:00pm.

Submitted by,  
Jennifer Warburton