

**Baker Free Library Trustees' Meeting
Wednesday, February 10, 2021 via Zoom**

FINAL 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 5:17 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 1-13-21 draft minutes.
EA moved to adopt the minutes. DD seconded and minutes approved by unanimous vote.
3. **Treasurer's Report:**
 - a) January 2021 General Account Report
Spending is still within appropriate targets for where we are in the fiscal year. We will have an issue coming up regarding funding electronic resources because the current funding for those resources is to come from passport revenue but passport revenue is down 73% from previous year.

DD moved to approve the January 2021 General Account Report; BA seconded and report approved by unanimous vote.
 - b) January 2021 RSA & Special Expenditures Report
Account reports are as expected. Nothing noteworthy.

BA moved to accept the January 2021 Special Expenditures Account report and the RSA Account report as presented; DD seconded and motion passed by unanimous vote.
4. **Director Report**
 - a) January Statistics Summary
 - i. State statistics portal will open to help build the annual report and provide closer look at the library usage statistics.
 - ii. From January 2020 to January 2021 reserves continue to be big plus a big increase in electronic resources.
 - iii. New addition of adding Ancestry and Heritage Quest genealogy resources. Amelia will be adding classes to help people learn genealogy searching.
 - b) Updates
 - i. Bovie Sign
 1. Bow Planning reported that Bovie sign doesn't meet code and there is no record of a variance being granted for it.
 2. EA will talk to Bryan at Bow Planning about the sign.
 3. An important part of the relationship between the library and Bovie is the agreement for the library to use Bovie parking in the evenings. There is a

large number of parking spaces required to meet code requirements for the building, especially after lower level expansion. Martin will look for the contract with Bovie regarding parking. DW is estimating that according to his recollection, the library needed 50-75 spaces above what is in the library parking lot.

- ii. Safety Walkthrough update
 - 1. R&T will be coming to work on emergency lights.
 - 2. Sprinkler warning light has been fixed. It was a previous power outage that tripped it.
 - 3. BK Systems and Triplett are working on options for the stairwell call boxes and lobby phone.
- iii. The town budget meeting was very short and there were no questions asked.

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) The entryway displays look attractive and the current book displays are nice.
- b) Question regarding staff morale - Martin says they seem good but it is hard to tell since everyone is not together. They try to have a monthly meeting but the meeting was missed in January. Martin guesses that the biggest morale hit was the reduced patrons at the library. The number of people coming in was usually 115 patrons per day but now we are up to approximately 30-40 patrons per day.
- c) Review of Ethics Policy.
 - i. Discussed but don't see the need for changes.
 - ii. EA moved to approve the Ethics policy as it is written; DD seconded. Passed by unanimous vote.
- d) Review of BFL Patron Behavior Policy
 - i. Martin made recommended edits to Paragraph 6 regarding photographing and video recording patrons and staff.
 - ii. After discussion, this policy will be reviewed next month in order to allow the trustees time to review Glik v. Cunniffe, a 2019 First Circuit case.
- e) Preparations for Martin's Director performance review. The documents to be used for the evaluation were presented. Trustees had no changes to recommend for the process or the documents to be used. Martin was given the list of documents to provide to the evaluation committee. Because the trustees did not give Martin a review in 2020, the trustees will leave it up to Martin on whether he wants to provide materials back to July 2020 or further back.

7. **Public Comment** - Two members of the public were present.

8. **Adjourn-** Meeting adjourned at 6:18pm.

Submitted by,
Jennifer Warburton