

**Baker Free Library Trustees' Meeting
Wednesday, March 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 5:16 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 12-28-20 draft minutes.
Correction needed to change second on motion to adjourn to DD from EA.
EA moved to adopt the 12-28-20 Special Meeting minutes as corrected. BA seconded and minutes approved by unanimous vote.

 - Reviewing 2-10-21 draft minutes.
No corrections noted.
EA moved to adopt the 2-10-21 Trustee Meeting minutes as corrected. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**
 - a) February 2021 General Account Report
Spending continues to be within targets for where we are in the fiscal year.

BA moved to approve the February 2021 General Account Report; DD seconded and report approved by unanimous vote.

 - b) February 2021 RSA & Special Expenditures Report
Account reports are as expected.

DD moved to accept the February 2021 Special Expenditures Account report and the RSA Account report as presented; DW seconded and motion passed by unanimous vote.

4. **Director Report**
 - a) February Statistics Summary
 - i. Same trends continue that we have been seeing since the COVID change of services. Reserves continue to be high and show an increase in understanding computer services.
 - ii. Seeing a drop in Hoopla usage. This may be due to competition with streaming services such as Netflix.
 - iii. The RB Digital education resources have increased usage.
 - iv. Social media - Martin is looking to change the analysis to relationship between reach and engagement of the library's social media posts in looking for a way for the library to get benefit from social media.
 - v. State statistics portal will open to help build the annual report and provide closer look at the library usage statistics.

b) Updates

i. Bovie Sign

1. Information gathered since last meeting is that Gary Schirch of Bovie was expecting the town planner to contact them if there is a problem. In a conversation with the town planner, they are expecting Gary Schirch to contact them regarding a variance.
2. Meeting the parking needs of the library continues to be important information. According to current contracts, the library leases 30 parking spots from the church, 20 spots from Bovie, and 10 spots from NH Automobile Dealers Association. These contracts need to be updated and paid for the current year.
3. Motion to authorize Martin to renegotiate the lease contracts with the church and pay the contract terms and to seek to secure more parking spots at the church.
EA moved the above motion; DW seconded and passed by unanimous vote.

ii. Newly Discovered Roof Leak

1. Water has been pouring through the book drop and water seeping through exterior bricks. Rick Crawford took an initial look and at first look attributes the leak to deterioration of sealant over the portico. He would return to fix the sealant. This will be checked to see if this deterioration of the sealant is connected with the Arsenault work and their guarantee of workmanship that is the subject of negotiations and possible litigation. Rick is checking to see if the sealant problem falls under the subsequent roof work by Manchester.

5. **Executive Session**

a) **EA Moved to executive session at approximately 5:45pm**

i. Pursuant to statutory reasons of:

___ (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

___ (b) The hiring of any person as a public employee.

___ (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

X (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any

application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

- b) **Roll Call Vote enter non-public session:** A roll call vote was held on the Motion to enter non-public session and the Trustees individually voted as follows:

DW: Yes
BA: Yes
JW: Yes
EA: Yes
DD: Yes

- c) **Motion to leave non-public session** and return to public session by JW, seconded by EA. Motion passed by unanimous vote.

Public session reconvened at approximately 6:00 PM

6. **Old Business**

- a) COVID Reopening Phase IV - The trustees authorized the library to prepare for and begin the following.
- i. Open the stacks for patron browsing with general access. The trustees have determined that the library shall be divided into zones and set a maximum number of patrons per zone to facilitate social distancing.
 - ii. State mask mandate shall be enforced inside the library.
 - iii. Hand sanitizer stations shall be set up for patron use.
 - iv. The library chairs shall be removed to encourage patrons to browse, select items, and then exit. The exception shall be for the two chairs by the computers, which are used by appointment only and which shall be returned to the main area of the library floor.
 - v. The upper reading room shall be opened for reservation for study purposes and shall also be used for passport processing, which is done by appointment. The upper room shall not be opened for rentals.
 - vi. Art gallery area shall not have furniture but shall be for exhibit space only, beginning with the Barns in Bow exhibit.
 - vii. The stanchions shall be used to block off the lower level as the lower level shall remain closed.
 - viii. The second restroom near the children's section shall now be opened and available for patron use. A sign similar to the sign currently on the entryway restroom shall be added to the restroom in the children's section to notify patrons that the restroom is only cleaned once per day.
 - ix. Remote work options for staff shall remain in place for staff whose work can be accomplished from home.
- b) Patron Behavior Policy

- i. Discussed new edits to the policy to improve language. EA motion to adopt the new policy as edited; DW seconded. Passed by unanimous vote.

7. **New Business -**

- a) Volunteers to gather information and lead director performance evaluation. JW and DD volunteered.
- b) Thank you to DW for his service and dedication to BFL.
- c) Welcomed Matt Gatzke as the newly elected trustee and who was in attendance as a member of the public.

8. **Public Comment**

9. **Adjourn-**

BA Motion to Adjourn meeting, seconded by EA. Meeting adjourned at 6:18pm.

Submitted by,
Jennifer Warburton