

**Baker Free Library Trustees' Meeting
Wednesday, April 14, 2021 via Zoom**

FINAL MINUTES

PRESENT: Matt Gatzke (MG), Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD), Bob Arnold (BA), and Director Martin Walters.

1. **Meeting called to order at 5:16 pm** by EA 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. **Elections**
 - a) JW nominated BA as Chair and seconded by EA. Elected by unanimous vote.
 - b) JW nominated EA as Treasurer and seconded by DD. Elected by unanimous vote.
 - c) EA nominated JW as Secretary and seconded by DD. Elected by unanimous vote.
3. **Review/Approve Previous Minutes**

Reviewing 3-10-21 draft minutes.
EA moved to adopt the 3-10-21 Trustee Meeting minutes. MG seconded and minutes approved by unanimous vote.
4. **Treasurer's Report:**
 - a) March 2021 General Account Report
Spending continues to be within targets for where we are in the fiscal year.

DD moved to approve the March 2021 General Account Report; MG seconded and report approved by unanimous vote.
 - b) March 2021 RSA & Special Expenditures Report
Passport income is increasing after the resumption of passport processing after the COVID closure. Income reported here for lost and overdue files is only coming from book replacement fines as there are no overdue fines right now.

MG moved to accept the March 2021 Special Expenditures Account report and the RSA Account report as presented; DD seconded and motion passed by unanimous vote.
5. **Director Report**
 - a) March Statistics Summary
 - i. Same trends continue that we have been seeing since the COVID change of services. There has been a boost in social media engagement, meaning users are actually clicking through the posts, which may be attributed to the posts being about the library moving to the Phase IV reopening.
 - ii. The newly added ancestry search tools will be when Martin has more statistics than one month.
 - iii. Acorn TV is dropping from the RB Digital platform and Martin will watch for the impact on that platform.
 - b) Updates

i. Parking Requirements

Working with Virginia at United Methodist Church - Virginia agreed to continue with library parking agreement as is. The agreement is that the library can use 30 spots in the church parking lot anytime, plus no limits to the number of spots on the weekends and evenings. Virginia agrees that if the library wants a larger event that may require more parking, Martin can call Virginia and work out the calendars so that the big library event doesn't conflict with the big church event.

Working with Brian Westover at Bow Planning, here are the details Brian could gather regarding required spots for the library:

1. In 1993, variance approved for library parking with 24 spots in library lot.
2. In 2013, Lori added additional parking spot agreements with church, NHADA, and Bovie.
3. In 2015, zoning board arrived at consensus that 52 spots would be required for the library. No documentation or variance or additional requirements were made, only an in-meeting discussion between the library trustees and the planning board regarding 52 spots.

After the additional spots from the church, which already put the library over the necessary 52 spots, NHADA provides the next most convenient spots. Martin spoke with NHADA is fine with continuing the current parking agreement and they did not require the payment for last year.

The parking spots at Bovie are additional to the above.

ii. Library Sign

1. The trustees discussed moving on installing a library sign and agree that the best location for the sign is the current location of the Bovie sign.
2. Martin will begin gathering sign ideas for the library.
3. With more information on the cost and timeline on a new sign, the trustees will discuss with Mr. Schirch the need for the Bovie sign to be removed from the town property.

iii. NEW HVAC Leak

1. There was a leak in the lower level book sale room. Bow Plumbing said that it was likely refrigerant oil leaking from an old line that they had tapped into when they were working on the HVAC system. No quote yet until Bow Plumbing can shut that unit down to further investigate.

iv. Roof Leak Over Book Drop

1. Rick Crawford returned to again have a look at the library roof over the book drop. Rich is the person who took over for Manchester Roof who had made the last set of library roof repairs. Martin kept an eye on the book drop during a heavy rain and the leak has still not returned so the book drop has been reopened.

- c) Phase IV
 - i. Phase IV started on April 5 and has gone smoothly.
 - ii. There is a video on the library website to help people understand the new changes and services available.
 - iii. So far there have been no capacity problems. Martin calculates that the library could hold 39 patrons at one time but we have not come close to that yet.
 - iv. Three sanitizer stations have been added
 - v. Three iPad catalog search stations have been added
 - vi. Passport processing is being utilized again
 - vii. There have been appointments to use the study tables

6. **Old Business**

- a) Library Strategic Plan - It is time for an assessment of the Library Strategic Plan. Martin would like to hold off on this since many of his thoughts on this are included in his performance evaluation documents.
- b) Roof lawsuit update. A settlement offer was made and accepted. Paperwork is being drafted.

7. **New Business -**

- a) Trustee Meeting Day - The meeting day needs to be changed to accommodate trustee schedules. The Bylaws will need to be updated to correct the change.

EA moved to adopt a new routine, trustee meeting day of the first Wednesday of the month, with the option to move it to the following day Thursday as needed. The trustee bylaws are to be updated to reflect this change. BA seconded. Passed with unanimous vote.

- b) Library Art Gallery Exhibit Policy - Amelia has drafted an exhibit policy to be used for exhibits at the library.

EA moved to adopt the Art Gallery Exhibit Policy as presented. DD Seconded. Passed by unanimous vote.

- c) Trustees thanked Martin for a year of good leadership in helping the library through the difficult year of COVID.

8. **Public Comment**

9. **Adjourn-**

EA Motion to Adjourn meeting, seconded by MG. Meeting adjourned at 6:16pm.

Submitted by,
Jennifer Warburton