

**Baker Free Library Trustees' Meeting
Wednesday, May 5, 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 5:18 pm** by BA 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 4-14-21 draft minutes.

One type on page one to be corrected.

EA moved to adopt the 4-14-21 Trustee Meeting minutes as corrected. MG seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

- a) April 2021 General Account Report

Wages and employee retirement accounts are high. Martin will check with Geoff for an explanation.

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

- b) April 2021 RSA & Special Expenditures Report

Deposits have increased. Passport income is climbing and helping those deposits.

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

4. **Director Report**

- a) April Statistics Summary

- i. The COVID period stats continue. Circulations are down 36% from last year and online book reserves are up 200% from last year.

- ii. Ancestry resources tools training video is available to help users learn the new

- b) Updates

- i. Outdoor Sign

1. Email from Brian confirmed that there is no record at the town for the Bovie sign location.

2. Also learned that a digital display sign cannot change its display more than one time per day. (No scrolling or moving animations on the display. Only static text that does not change.)

3. A permit will be required but there is no charge to the library.

4. Martin had begun to contact sign companies but is starting over now that he has this information from Brian.

- ii. R&T Electric
 - 1. They are finishing up the list of requests from the fire department with the battery changes and light installation.
 - iii. April HVAC Leak
 - 1. Bow Plumbing coming May 7 to complete the work. They do not think the problem is in the wall. Quote for the work is \$1477 to replace a ball valve and zone valve in the book sale room. Payment will be made from building maintenance.
 - iv. BK Systems
 - 1. Call boxes have been fixed as requested by the fire department. Now, the phone in the stairwell will first call the red lobby phone. If nobody picks up it will route to call 911.
- c) HR Updates
- i. Elizabeth Fuchs is leaving to a new job elsewhere. Last day is May 8.
 - ii. Sarah will move to fill Elizabeth's role.
 - iii. At the start of next fiscal year, Martin will be hiring to fill the limited part-time desk position.
 - iv. We have two senior students graduating and who will be leaving this summer.
 - v. White Rock is opening up to outside programming again and it sounds as though they will be asking Amy to restart the in-person book club again, which Amy supports. This will create a staffing demand as programs start again.

5. **Old Business**

- a) Evaluation update - DD and JW have gathered feedback from the library staff and will next be talking to other stakeholders for the library.

6. **New Business -**

- a) Trustee Meeting Day - The change to meeting on the first week of the month makes it difficult to get the previous month's financials completed and to the trustees before the meeting. Will change meeting day and trustee bylaws to meet on the second Tuesday of the month with option to use the following Wednesday or Thursday as needed.

JW moved to adopt a new trustee meeting day to meet on the second Tuesday of the month with the option to use the following Wednesday or Thursday as needed. The trustee bylaws are to be updated to reflect this change. BA seconded. Passed with unanimous vote.

- b) Group Study and Tutoring Policy

- i. Martin will investigate capabilities of the camera system and whether recording is possible.
- ii. Wording in the policy will be changed to reflect capabilities of the camera system.
- iii. Wording in the policy will be changed to remove the statement that the library ensures safety in the tutoring rooms.
- iv. Will revisit when the revisions have been made.

c) Newsletter

- i. EA would like to see the circulation for the library newsletter increase.
- ii. Currently goes to approximately 200 people, which is the number of people who have registered to receive the newsletter.
- iii. The library does not use the library card holder list.
- iv. Martin will look into adding a question to the agreement that patrons sign to get and renew their library card to allow patrons to opt into the newsletter during the process.
- v. Martin will look into adding a note in Bow Times to get patrons to subscribe to the library newsletter.

7. **Public Comment**

8. **Adjourn-**

EA Motion to Adjourn meeting, seconded by MG. Meeting adjourned at 6:01 pm.

Submitted by,
Jennifer Warburton