

**Baker Free Library Trustees' Meeting
Wednesday, June 8, 2021 via Zoom**

DRAFT 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 5:14 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 5-5-21 draft minutes.

EA moved to adopt the 5-5-21 Trustee Meeting minutes. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) May 2021 General Account Report

Expenditures are right on track with one month left in the fiscal year. Sewer expenditures are still up but that is because of the flat rate paid by the quarter to the town. Higher at this month because the payment from the last quarter payment of FY2020 was picked up in this year's budget. There is still money left in the building maintenance budget but that should be expended on some upcoming building work such as on the HVAC. Wage expenditures are also back on track for where we are in the fiscal year.

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

b) May 2021 RSA & Special Expenditures Report

Every month, the bottom portion of the RSA and Special Expenditures accounts report are reflected in the top portion of the report the following month. The top portion of the reports are the actual numbers from bank statements. Sometimes the numbers may vary a little between the expense shown in the bottom portion of one month than the top portion the following month because sometimes a credit card purchase isn't picked up until too late to be reflected in the bank statements.

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

4. **Director Report**

a) May Statistics Summary

- i. Circulations reflect a positive increase again because we are now overlapping with the lower COVID circulation numbers. Reserves are still popular.
- ii. For the electronic resources, the RB Digital subscription ended at the end of May. Overdrive took over the RB Digital text content. Martin will assess whether we will keep RB Digital subscription.

- iii. Social media. Martin and Amelia continue to assess how to best leverage social media interactions and whether the library is getting enough value for the amount of time Amelia puts into it.

b) Updates

i. Outdoor Sign

- 1. Martin worked with the company Watchfire for a quote and recommendations on a digital library sign. 10mm LEDs is the recommended resolution and a quote for this sign was approximately \$17,966 just for the digital portion of the sign, with an estimated additional \$18,000 for the sign surround and installation. This estimate was from a rendering from Martin, which included the surround in a more antiqued style, but that is not a necessary design choice, just a place to start with ideas.
- 2. Discussion on how to finance the sign the board discussed using the budget line for library improvements or possibly proposing to the Foundation about a targeted fundraiser.
- 3. Discussion on moving forward with sign before the rest of any landscaping plans are done. Martin has contacted two landscape companies that were beginning to draft some landscaping plans.

ii. Building and Grounds Upcoming Work

- 1. Approximately \$5000 in spending with Elliott Controls to upgrade the HVAC plus some work by Bow Plumbing, R&T Electric, Rockingham Turf, and BK Systems.
- 2. Approximately \$800 for the video camera upgrade so that the system will record with approximately 30 days of storage and upgrade 2 cameras (one for the Heritage Room and one for the kitchen) with motion-activated recording.

iii. American Rescue Plan Act (ARPA)

- 1. Martin used \$1800 from the first round from this source to purchase an indoor bookdrop.
- 2. There is a second round of ARPA funding that is competitive.
- 3.

iv. HR Updates

- 1. Martin is posting another position for Mondays and Saturdays.
- 2. Sarah is moving to full-time as librarian assistant

5. **Old Business**

- a) Group Study & Tutoring Policy - MG moved to accept the updated policy as presented; EA seconded and motion passed by unanimous vote.

6. **New Business -**

a) COVID Next Steps -

- i. Library will add seating
- ii. Summer will continue with virtual and hybrid programming
- iii. Meeting rooms

- b) Future Trustee Meetings will resume in person meetings on Aug. 10.
- c) Update on Director evaluation and special meeting for trustees to review the draft evaluation.

7. **Public Comment**

8. **Adjourn-**

EA Motion to Adjourn meeting, seconded by MG. Meeting adjourned at 6:49 pm.

Submitted by,
Jennifer Warburton