

**Baker Free Library Trustees' Meeting
Tuesday, August 10, 2021 at Baker Free Library**

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.

2. **Review/Approve Previous Minutes**

Reviewing 6-8-21 draft minutes.

EA moved to adopt the 6-8-21 Trustee Meeting minutes. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) June 2021 General Account Report

Expenditures ended with a balance of over 8% in the fiscal year budget.

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

b) June 2021 RSA & Special Expenditures Report

The receipts and expenditures in the June RSA and Special Expenditures report were all in order with receipts of \$16,099.40.

JW moved to approve the June 2021 RSA and Special Expenditures report; MG seconded and report approved by unanimous vote.

c) July 2021 General Account Report

First month of the 21-22 Fiscal Year.

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

d) July 2021 RSA & Special Expenditures Report

The receipts and expenditures in the July RSA and Special Expenditures report were all in order with receipts of \$18,717.81.

DD moved to approve the July 2021 RSA and Special Expenditures report; MG seconded and report approved by unanimous vote.

e) Final 20-21 Budget Report

DD moved to approve the 20-21 Fiscal Year report; BA seconded and final annual report approved by unanimous vote.

4. **Director Report**

a) July Statistics Summary

- i. Martin is starting to track pre-COVID shutdown numbers to post-shutdown numbers.
- ii. Circulation numbers for July are higher than 2020 shutdown but down 47% of 2019.
- iii. Large increase in social media reach which is likely due to Summer reading videos.
- iv. Summer reading program participation much better than during 2020 shutdown and only down 15% from 2019 participation.
- v. 146 Heritage Quest searches. Martin doesn't yet have access to ancestry.com admin status due to the consortium bundle purchase.

b) Updates

- i. HVAC Leak
 1. Pan overflowed in ceiling over fiction section.
 2. Bow Plumbing came and flushed system because it was clogged.
 3. Martin will work with Bow Plumbing on whether this should be an annual service.
- ii. Roof Leaks
 1. Winter roof leak over book drop has not happened again.
 2. Roof leak at the join between old and new sections of the library also not still happening.
 3. Martin has tried many times to contact the person from Manchester Roofing who came and look at the roof over the winter. We would like to get someone up there while the snow is gone to see whether some maintenance is needed in these areas.
 4. Martin will move on from Manchester Roofing and will call some additional builders.
- iii. HR Updates
 1. Lauren Porter is back with more hours at the library.
 2. We are losing our student page who will be leaving for college.
 3. Martin may be looking to hire another student page.
- iv. 1914 Revival
 1. Martin received a quote to remove trees in front of the building to begin following up on the previous arborist opinions on the trees and to open the front of the building again. Tree company recommendations came from DeJohn, the landscape planner the library began working with before the COVID closure.
 2. Baker Free Library was designed by William McLean - McLean designed 5 NH libraries between 1905 and 1914. Martin visited the McLean libraries to gather information and help in prepare a proposal to restore and beautify the 1914 portion of the library, including restoring inside and out.
 3. Martin will contact DeJohn again to request whether he will prepare a landscape rendering to help us proceed with the exterior, front landscaping of the 1914 Revival.

4. EA moved to expend up to \$1000 to get a landscape rendering for the start of the 1914 Revival plan Phase I and to revoke previous motion to expend money for similar purpose; BA seconded and passed by unanimous vote.

5. **Old Business**

- a) Director Evaluation. JW to get updates again from Martin. Have DD review and edit. Trustees will need to vote again on the changes.

6. **New Business -**

- a) Personnel policy review: Reviewed proposed edits to personnel policy. Discussed removing remote work from the personnel policy but instead agreed to pilot for one year the option for professional staff who have work projects that can be performed remotely to be able to work remotely one day per week. This does not limit Martin's discretion to permit additional remote days due to COVID as family and personal needs arise. DD moved to approve the Personnel Policy as edited to remove the formalizing of remote work options for professional staff; EA seconded and passed by unanimous vote.
- b) COVID Phase V -
 - i. After Labor Day; in-person programs can begin as Julianna has been preparing for. The classes are to be limited to no more than 10 children and can be reduced at Julianna's discretion. Registration will be required to help us manage the number of people in attendance. There will be hands-on materials used that will be touched by multiple children within the one class but will be cleaned between groups.
 - ii. Waiting and will be discussed again in September is option to open lower level after October 1. This has not been approved yet.
 - iii. Waiting and will be discussed again in September is resuming room rentals after October 1. This has not been approved yet.
- c) Rotary Club Request - Received request for Rotary to install a framed portrait of John Lyford and in the Rotary Room of the lower level. Rotary will have portrait lighting installed at the designated location. JW motion to approve Rotary Club request in letter to BFL Trustees dated March 9, 2020 (not acted on previously due to COVID) to install portrait of John Lyford and portrait lighting with gratitude from the trustees for the substantial financial assistance the library received from Rotary for the expansion of the lower level. This approval carries with it the understanding that the Library Trustees maintain full control of the management of the library building and maintain authority to make any needed changes to the installation of the portrait; BA seconded. Motion passed with votes from EA, BA, and JW. MG and DD abstained.
- d) Private learning pods article in Concord Monitor. The library trustees have not received any proposals from any private education companies for the library to provide a location for private learning pods and therefore there are no private education companies approved to use the library as their classrooms.
- e) Settlement agreement. Trustees signed the settlement agreement for the roof.

7. **Public Comment**

8. **Adjourn-**

DD Motion to Adjourn meeting, seconded by BA. Meeting adjourned at 7:55 pm.

Submitted by,
Jennifer Warburton