

**Baker Free Library Trustees' Meeting
Tuesday, September 14, 2021 at Baker Free Library**

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 5:15 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 8-10-21 draft minutes. Typo in discussion about library roof and "join" should be corrected to "joint."

EA moved to adopt the 8-10-21 Trustee Meeting minutes as corrected. MG seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) August 2021 General Account Report

Expenditures currently below fiscal year expectations.

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

b) August 2021 RSA & Special Expenditures Report

Passports and out of town fees were strong receipts for the month.

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

4. **Director Report**

a) August Statistics Summary

- i. Martin has a meeting with the e-resources state librarian two days after the trustee meeting to gather information on resources through the contract bundle BFL has through the state. With Overdrive taking over Kanopy, it leaves only Hoopla and Transparent Languages as our only e-resources outside of the state bundle.

b) Updates

i. HR

1. Job position is still up for the page position to work Monday evening and alternating Saturdays. Posting closes 9/21.

ii. Building

1. Martin contacted Jerry Kingwell from Cobb Hill Construction regarding finding a roofer. Jerry will send his recommended roofer in the next couple of weeks to inspect the roof and make a recommendation of needs.
2. The painter recommended by the town will be coming to put a new coat of paint on the gallery wall.

3. R&T completed the remaining small jobs recommended after the safety inspection.
 4. The drain pans should have sensors and the flushing of the drains is to be part of the annual maintenance.
 5. The refurbishment and redesign of the community info space in the library foyer is proceeding. The whole wall is being redone with assistance on how the emergency devices can best be moved. This wall will be reservable by community groups to advertise group information.
- iii. Library Programs
 1. For the book talks by Amy, 13 participants are confirmed for the on-site book talk and 10 participants are confirmed for the White Rock book talk.
 2. For the adult crafts by Betsy, there were 22 participants with 9 participants coming in person.
 3. For the child crafts by Juliana, 5 kids participated.
 4. For the child activities by Juliana, 41 children participated on-site over three sessions.
 - iv. New Calendaring Software
 1. Current library calendaring software used for meeting room reservations is going defunct. Betsy and Sarah researched options and after a demo for all the library staff the program called LibraryMarket was selected. There will be initial setup costs and then a \$1500/year charge. Sarah will be taking over the room reservations when that service becomes available again.

5. **Old Business**

- a) Director Evaluation. JW and DD will be meeting with Martin to review the evaluation that was revised after the first meeting with Martin.
- b) Settlement checks. Martin will check with Geoff regarding recommended account to deposit the checks into.
- c) Tree removal quotes. Received two additional quotes for the removal of the two front trees. The quote from one of the companies was from an arborist who noted that the multiple V crotches are weaker attachments and a hazard to people and the library building.
DD moved for Martin to approach the two companies with the lower quotes and to hire the company that can get the trees removed soonest. JW seconded and passed by unanimous vote.

6. **New Business -**

- a) Meeting Room Policy review: Discussion regarding changes regarding 501(c)3s and recurring events. Martin will make another draft and bring it back to the trustees.
- b) COVID Phase V -
 - i. Opening the lower level for the public beginning October 1.
 - ii. Room rentals/reservations will wait for policy to be updated. Trustees discussed possibility that library open hours should extend again once the rooms are reservable again.

c) 22-23 Budget - Reviewed Martin's first draft of the 22-23 budget. Staff salaries are a priority. Outside of HR expenses, the library will stay at a 0% increase for the budget. Martin will have second draft for October meeting.

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by DD. Meeting adjourned at 7:00 pm.

Submitted by,
Jennifer Warburton