

**Baker Free Library Trustees' Meeting  
Tuesday, October 12, 2021 at Baker Free Library**

**FINAL MINUTES**

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

1. **Meeting called to order at 5:15 pm** by EA.

2. **Children's Section Revitalization**

Julianna presented a revitalization plan of the children's area which includes modular seating and interactives. The estimated cost is approximately \$11,750. BFL Foundation members Dave Withers and Tom Ives addressed the cost. The Foundation feels like this is a good project to support because they see the need for this revitalization. Julianna used some of the Family Place certification parameters to guide the project plan. These include parameters such as school readiness and early literacy

JW moved to proceed with the Children's Revitalization Proposal with the understanding that some specifics of the proposal plan may change but the overall cost is not to exceed \$12,000. This cost, up to \$12,000, will be paid for by the generous funding of the BFL Foundation and the generosity of their donors. Seconded by MG. Passed by unanimous vote.

3. **Review/Approve Previous Minutes**

Reviewing 9-14-21 draft minutes.

DD moved to approve the 9-14-21 Trustee Meeting minutes. MG seconded and minutes approved by unanimous vote.

4. **Treasurer's Report:**

a) September 2021 General Account Report

The library is 25% through its fiscal year and total spending is at approximately 20% showing that spending is slightly below target for this point in the year. .

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

b) September 2021 RSA & Special Expenditures Report

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

5. **Director Report**

a) September Statistics Summary

- i. Martin met with Bobbi Slosser at the NH state library resources through the contract bundle BFL has through the state. There was a problem with the login setup and we are not able to see the specific BFL user stats for the two genealogy programs.

b) Updates

- i. Second art exhibit is up.
- ii. The November art exhibit artist has requested a meet and greet and would like to serve refreshments in the upper meeting room.

DD moved to allow Martin to have discretion as to whether food can be served at the event due to COVID precautions at the time. MG seconded and passed by unanimous vote.

iii. HR

1. The new page was hired and started October 2. She will work Mondays and alternating Saturdays.
- iv. Jessica has generously volunteered to care for the two flower boxes by the front doors.

6. **Old Business**

a) Accurate Tree Service scheduled a tentative tree removal date of Friday, Feb. 18. Trustees reviewed a report from GTI Arborists outlining the maintenance that would be required to ensure safety under and around the trees.

b) 2022-23 Budget - The town budget review meeting will be on 11/20 at 8am.

c) Meeting Room Policy - Martin presented the revised meeting room policy.

MG Motion to adopt the new meeting room policy. DD seconded. Passed unanimously.

d) Director Evaluation. JW and DD presented the final director evaluation for Martin, which incorporated Martin's feedback. Martin, JW, DD, and MG signed the final evaluation.

MG Motion to adopt Martin's 2021-22 Director Goals; DD seconded and passed with unanimous vote.

7. **New Business -**

a) Public Posting Policy. Trustees reviewed the updated public posting policy and discussed concerns for managing the public area and whether there should be any limits on that space. Martin will review town building ordinances and the limitations that may apply to what can be posted in the library. Martin will revise the public posting policy.

b) Holiday & Early Closures. Library will close on 12/24 in 2021. In 2022 the library will close 12/24 and 12/26.

c) General Account Funds. Trustees discussed items that funds are earmarked for and about gathering the necessary quotes to get an accurate dollar amount allocated to each upcoming project. The priorities discussed were: \$4000 for tree removal; \$15,000 to move the computer server room; roughly \$75,000 for the 1914 revival renovations (flooring, painting, woodwork, lighting); the previously allocated \$30,000 for half the generator; plus a number to be determined soon for the exterior landscaping work

including the a new sign and possible rock wall to enclose the exterior on the South Street side of the library.

8. **Public Comment** - None

9. **Adjourn-**

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

Submitted by,  
Jennifer Warburton