

**Baker Free Library Trustees' Meeting  
Tuesday, November 9, 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 5:18 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 10-12-21 draft minutes.

EA moved to approve the 10-12-21 Trustee Meeting minutes. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) October 2021 General Account Report

The library has expended 27.7% of annual budget and so is on track for this point in the fiscal year.

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

b) October 2021 RSA & Special Expenditures Report

There is a continuing increase in revenue due to the increased passport work, leaving over \$20,643 in the Special Account.

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

4. **Director Report**

a) October Statistics Summary

i. There is a spike in program attendance due to the Trunk or Treat event. Adult craft, book groups, and book talk events were also successful. For the October adult craft program, there were 30 participants, 12 of which participated onsite at the library and the other 18 participated remotely.

b) Updates

i. The calendaring software training has started with Martin, Amelia, and Sarah participating in the Zoom training.  
ii. Martin commended the library staff for their great work on the Trunk or Treat and the scarecrow competition.

5. **Old Business**

a) 22-23 Budget

The final numbers were updated with current numbers from the town.

EA moved to approve the budget as presented. BA seconded. Passed unanimously.

b) 1914 Revival

- i. Received DeJohn bid for the exterior patio and rock wall redesign primarily on the South Street side of the library building. Discussion regarding how to use the funds combined with additional fundraising and possible help from BFL Foundation to get the money needed for the project to add the beautiful exterior library space. Discussion regarding the material recommended by DeJohn and whether this adequately complements the building. Discussion regarding whether this project can be accomplished in stages. Discussion regarding how the DeJohn bid can be modified for our preference and/or to reduce cost. Discussion regarding how much cash buffer should be kept for emergencies.

JW moved to allocate \$100,000 to move forward with the exterior project portion of the 1914 Revival project which includes the South Street patio and freestanding wall. DD seconded. Passed unanimously.

c) Bovie Sign in relation to 1914 Revival

- i. Discussion regarding sending letter to Bovie regarding removal of the Bovie sign, and all other signage now on the Bovie sign. Discussion regarding trustee letter to come from BA.

JW moved to send a letter to Bovie to remove the signage by December 15, 2021 in anticipation of future development and to bring signage on library property into compliance. BA seconded. Passed with four votes in favor. MG abstained from the vote.

d) Prenda Proposal for Space Rental

- i. Discussion regarding liabilities and background checks for staff. Discussion on list of thoughtful questions and concerns brought by the trustees which centered on inhibiting library space for library programs, liabilities, pick up and drop off, library role in behavioral issues, insurance requirements, unattended children, and certified educators.

JW moved to deny Prenda Proposal for Space Rental. BA seconded. Passed unanimously.

6. **New Business** -

a) Trustee Photograph

- i. EA, with the help of Betsy, took the annual trustee library photograph. Thank you to EA for arranging and setting up the photo.

7. **Public Comment** - None

8. **Adjourn-**

DD Motion to Adjourn meeting, seconded by MG. Meeting adjourned at 7:02 pm.

Submitted by,  
Jennifer Warburton