

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

**FINAL MINUTES**

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

1. **Meeting called to order at 5:14 pm** by EA.

2. **Review/Approve Previous Minutes**

Reviewing 11-9-21 draft minutes.

MG moved to approve the 11-9-21 Trustee Meeting minutes. EA seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) November 2021 General Account Report

Expenditures for the fiscal year are in line for where we are in the fiscal year.

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

b) November 2021 RSA & Special Expenditures Report

Passport revenue continues to increase.

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

4. **Director Report**

a) November Statistics Summary

- i. Martin noted that the library staff is finding that Twitter is less useful in reaching and engaging library patrons. Martin reworked the monthly statistics format to add back the patron visits to the library. Martin also noted that he has the ability to breakdown the website visits for more granular detail if needed.

b) Updates

- i. The budget presentation to the Bow Budget Committee went smoothly. On Dec. 9 the town forwarded the response to the proposed budget and there were no changes.
- ii. Bovie quickly and kindly removed their Bovie sign and relocated it in front of the Bovie property where it looks outstanding and helps identify where to turn into Bovie.
- iii. DeJong is working on updates to keep the costs down on the exterior revival work and in creating some renditions to use for marketing and fundraising.
- iv. Reminder that we are scheduled for the tree removal work in February as part of the exterior revival work and safety precautions with the trees.

5. **Old Business**

a) Training on the new room reservations and calendaring software are done and the library staff is looking at a soft launch date of 1/1/22 with groups who were regular room users previously. Staff is planning on advertising more broadly by mid-January. The new software will be prominent on the library website. Amelia is the point of contact for the website portion and Sarah is the main point of contact for the calendaring and data entry for the reservations.

b) Opening Hours

i. The trustees discussed whether to extend evening hours. The soonest this would be considered is for February.

c) Public Posting Policy

i. Martin reworked the public posting policy and added some restrictions regarding commercial advertising, or political or religious proselytizing.

JW moved to approve the Public Posting Policy as presented with the addition of a statement regarding Trustees retaining the right to revise the policy as needed. MG seconded. Passed by unanimous vote.

6. **New Business -**

a) Trustee Election and Recruitment

i. Applications can be submitted from mid-January to the end of January.

b) Friends of BFL

i. Rita Morrison has notified Martin that she is working on the paperwork to dissolve the Friends of BFL 501(c)3. They have \$490.20 and it will be given to the library. Trustees were thankful for Rita's many years of work. Trustees discussed the benefits of the library taking over the booksale to make it an event. Martin will research whether a 501(c)3 is required.

c) Rotary Display

i. Martin will arrange to get a quote on the lighting installation and will give the quote to Rotary.

d) Passports

i. Trustees discussed a comment seen on social media about whether there is any more of the passport process the library can add to our services.

7. **Public Comment - None**

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by JW. Meeting adjourned at 6:12 pm.

Submitted by,  
Jennifer Warburton