

Baker Free Library Trustees' Meeting
Wednesday, January 19, 2022 at Baker Free Library

DRAFT MINUTES

PRESENT: Matt Gatzke (MG), Jennifer Warburton (JW), Eric Anderson (EA), and Bob Arnold (BA) - In person.
Donna Deos (DD) and Director Martin Walters - Via Zoom

1. **Meeting called to order at 5:17 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 12-14-21 draft minutes.

EA moved to approve the 12-14-21 Trustee Meeting minutes. MG seconded and minutes approved with DD abstaining.

3. **Treasurer's Report:**

a) December 2021 General Account Report

The library is half-way through the fiscal year and expenditures are in line for where we are in the fiscal year.

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

b) December 2021 RSA & Special Expenditures Report

Passport revenue continues to be top income generating.

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

4. **Director Report**

a) December Statistics Summary

- i. This December report reflects the first full month of the door counter operating since resuming tracking in-person library traffic. Will continue to keep the 2019 statistics on the report for the pre-covid comparison. Discussion regarding Martin's plan to make the newsletter an opt-out option in the membership interaction. This will bring the newsletter reach from the current few hundred recipients to nearly all of the library card holders.

b) Updates

- i. Martin received notice that the Budget Committee did not make any cuts or changes to the library proposed budget.
- ii. The new calendaring software has been launched on the website. The library staff is aiming for the room rental functions to launch on February 1.
- iii. The library hours will also extend to pre-covid closing time of 8pm instead of 6pm on Monday to Thursday. Friday will continue to close at 6pm and Saturday will continue to close at 4pm. Trustees are aware of the changes in the schedules, especially for Lauren, Liberty, and Delaney. Trustees are also aware

of the potential gap this creates in the afternoon which creates a need for non-desk staff to fill the gap or may require additional hours for Lauren to come in earlier to help cover the gap before the evening staff arrive.

- iv. Martin informed the trustees that he is able to log into the bank accounts to move funds to the proper accounts. Martin learned this when a donation was made by credit card and he logged in to see if he could move that to the proper account. Trustees discussed that they are concerned for any risks to Martin in making these transfers without the typical trustee involvement to come in and sign checks for such transfers. Trustees commented that small transfers would not create large risk but for Martin to send a record of any such transfers to the trustee treasurer along with sending the record to Abe for accounting.
- v. 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) Dave DeJohn sent additional plan proposals with associated costs to show the differences in costs for alterations and different rock types. Dave's recommendation is to use the Pennsylvania flat stone to create the finished top without requiring the expense of the wall cap. The next steps are to get artist renderings to help with fundraising and to help in gathering quotes for the project work.
- b) Trustees have been asked to come prepared to the February trustee meeting to make final rock type and project parameters such as wall height in order for the upcoming artist renderings to accurately represent the project.
- c) Discussed how to best include Foundation in the revival project, especially to get donations for putting business and individual names on pavers, benches, and other parts of the projects.
- d) Book sale and Friends. Martin talked to Lori at the state library about a library managing their own book sale. Lori said she is not aware of any public library that manages their own book sale and recommends the use of the 501(c)3 of the Friends for the right appearance and legal protections. -JW will look for options with Rita to preserve the BFL Friends 501(c)3.
- e) Martin is waiting for Vachon Electric to come and make the light installation recommendation for the Rotary memorial portrait. Rotary has requested to schedule the dedication for April 30 so the trustees would like to have the light installation completed before that dedication.

6. **New Business** - None

7. **Public Comment** - None

8. **Adjourn-**

EA Motion to Adjourn meeting, seconded by BA and unanimous pass. Meeting adjourned at approximately 6:15 pm.

Submitted by,
Jennifer Warburton