

**Baker Free Library Trustees' Meeting
Wednesday, February 16, 2022 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 5:13 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 1-19-22 draft minutes.

EA moved to approve the 1-19-22 Trustee Meeting minutes. MG seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) January 2022 General Account Report

Spending remains on track for where we are in the fiscal year.

MG moved to approve the January 2022 General Account Report; DD seconded and report approved by unanimous vote.

b) January 2022 RSA & Special Expenditures Report

The regular transfer from the RSA and Special Expenditures accounts to the General Account was completed this month.

Passports service is still providing a strong revenue for the library.

DD moved to approve the January 2022 RSA and Special Expenditures report; MG seconded and report approved by unanimous vote.

4. **Director Report**

a) January Statistics Summary

- i. Library in person and book circulation statistics are still below pre-covid numbers but Martin is optimistic that the library will get back to that previous level of activity.
- ii. Social media interactions have been strong.
- iii. February will be the first month for room rentals again.
- iv. A note about ILL numbers that show BFL continues to request more ILL books than we loan out. This may be due to the ILL system in how it makes the book requests but Martin noted it may also warrant a look at BFL collection development.

b) Updates

- i. Budget meeting went quickly and well.
- ii. Bow is currently losing in the reading minutes competition with Hall Memorial Library in Northfield-Tilton. Competition ends 2/27.

- iii. The library will again be hosting candidate night on 2/23. Martin will be hosting the event.
- iv. Boiler inspectors came to inspect the library boiler and encouraged Martin to get BFL on the annual inspection list. Martin has now done this.
- v. Martin outlined the General Account categories to which the RSA and Special Expenditure money was transferred.

5. **Old Business**

- a) The long-awaited tree removal is still set for later in the week of this trustee meeting. A sign will be posted on the library door.
- b) 1914 Revival exterior landscaping work. To prepare for the artist renderings, which will be used for fundraising and used to get bids will use the following specifications:
 - i. Patio wall will be 36" tall without a cap
 - ii. Patio wall stone for the renderings will be Pennsylvania flat stone. The Ticonderoga stone has a similar look and is also acceptable if we learn this stone is cheaper than the Pennsylvania flat stone.
 - iii. Pavers will be the larger-sized flat pavers.
- c) BFL Friends update is that the trustees would like to continue having a book sale that is run by volunteers organized through a 501(c)3. We discussed asking the BFL Foundation whether they would be the 501(c)3 or finding volunteers to restart the BFL Friends.
- d) Room Rental Policy - Trustees will look over at a future meeting whether we can simplify the process for town groups who reserve the library rooms. We would like to make the process as easy as possible for everyone without opening the library to risk or liability.
- e) Phone Use Policy - Martin updated the phone policy. Trustees requested the policy to be broadened further to include conversations through other devices as well.
- f) Walter G. Parker - The trustees would like to note the long-term dedication of Walter G. Parker who volunteered at BFL. The library staff will attend Mr. Parker's funeral services on Friday, with Martin and Sarah volunteering to remain behind to staff the library. Mr. Parker's family kindly noted in the obituary for donations to be made to BFL in lieu of flowers.

6. **New Business**

- a) Building Maintenance - EA noted significant damage on the fascia on the north side of the library building. Martin will contact Chris Andrews for a recommendation on how to proceed in getting the repairs done.

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by DD and unanimous pass. Meeting adjourned at 6:23 pm.

Submitted by,
Jennifer Warburton