

**Baker Free Library Trustees' Meeting  
Tuesday, August 9, 2022 at Baker Free Library**

**FINAL MINUTES**

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

1. **Meeting called to order at 5:11 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 6-14-22 draft minutes.

DD moved to approve the 6-14-22 Trustee Meeting minutes as presented. BA seconded and minutes approved by a vote of 3-0 with JW abstaining.

3. **Treasurer's Report:**

a) June 2022 General Account Report

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

b) June 2022 RSA & Special Expenditures Report

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

c) July 2022 General Account Report

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

d) July 2022 RSA & Special Expenditures Report

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

4. **Director Report**

a) July Statistics Summary

i. The library has done excellent work to bring program attendance back to pre-Covid attendance numbers. Conference rooms are still being reserved by third parties.

b) Updates

- i. A new page job was posted with three of our pages now in college and still able to help at the library when back to Bow on breaks.
- ii. Young at Heart presentation on July 13 to a group of seniors went well.
- iii. The new elevator inspection company will be NH Elevator INC. - new inspection contract will cost \$1009/year to include 6 inspections per year. This is for a 3 year contract.
- iv. Elliot Controls - updated the HVAC controls so that they don't trip.

5. **Old Business**

- a) 1914 Revival - Discussion to look for alternatives to the exterior rock wall due to cost and search for contractor with the capacity to complete the current design. Library staff noted the possibility of reallocating some of the money set aside for the outside patio to be used instead on inside projects. Trustees discussed this option but made no changes to the current allocations.
- b) Strategic Plan
  - i. Martin attending a 3-day session at NH State Library on strategic planning.
  - ii. Martin starting a project management team for the new BFL strategic plan. Martin has invited Juliana and Sarah as staff members on team. Martin has also invited a member of the BFL Foundation. Martin requested a trustee to join the project team. The team is expected to drive the project and keep it moving forward with the first meeting by October and meeting approximately one time per month.

6. **New Business**

- a) CIP - Geoff sent CIP for review. After trustee discussion about priorities Martin will ask Geoff about trustee options to reprioritize and change the scheduling of the items on the CIP or whether that requires town involvement to change the current CIP plan.
- b) Book Bonanza - Book sale by free will donation. Betsy is sorting the donations. Book sale will be August 25, 26, and 27. Better World Books will pick up books that are not taken during the sale.
- c) Shifting floor plan on main floor
  - i. Current non-fiction shelves will be removed from their location outside the reading room and attached onto each end of the current fiction shelving. Collection will be shifted and those stacks will hold the fiction and non-fiction.
  - ii. Art Gallery will move into the semi-circle area of the reading room.
  - iii. The front entry area will have the lounge seating returned and new book displays.
- d) Remote Work policy
  - i. Updated Remote Work policy was discussed.  
DD motion to approve the Remote Work policy, MG seconded. Passed by unanimous vote.
- e) Discussion about the library meeting use policy regarding free room use for Bow residents and Bow programs that do not charge a fee. Trustees decided to not make changes to this policy.

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by BA and unanimous pass. Meeting adjourned at 6:50 pm.

Submitted by,  
Jennifer Warburton