

**Baker Free Library Trustees' Meeting
Tuesday, September 13, 2022 at Baker Free Library**

DRAFT MINUTES

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

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

2. **Review/Approve Previous Minutes**

Reviewing 8-9-22 draft minutes.

DD moved to approve the 8-9-22 Trustee Meeting minutes as presented. MG seconded and minutes approved by a vote of 4-0 with EA abstaining.

3. **Treasurer's Report:**

a) August 2022 General Account Report

Training expenses are up because four library staff are attending since the NELA (New England Library Association) conference is in NH this year. The training costs are reimbursed by passport earnings.

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

b) August 2022 RSA & Special Expenditures Report

The library earned \$2108 from the Book Bonanza Book Sale.

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

4. **Director Report**

a) August Statistics Summary

i. Adult program attendance is only 3% below the 2019 pre-covid numbers. Room reservations are up 43% from July 2022 reservations.

b) Updates

i. New painting will happen in the art gallery area and children's area.

ii. November artist will be using both the art gallery and the 1914 room.

iii. Martin is working on the proposal for the front reception area to convert it to a new books area with thematic displays and lounge seating.

iv. Martin will be installing the additional stacks on the current fiction shelves.

v. The library has hired a new library page, Julie V., who will be working Tuesdays, Fridays, and alternating Saturdays.

vi. There were 30 different programs as part of this summer's Summer Reading Program and there were approximately 1000 participants. It was a very successful summer program.

vii. 1914 Revival - MW meeting with exterior rock and paver companies, to give perspective and quotes on the exterior patio project.

- viii. Strategic Plan steering committee will be Juliana, Sarah, MW, and BA. First meeting will be in November to help get the ball rolling with the goal to have the new strategic plan ready and launched approximately April 2023.

5. **Old Business**

- a) Trustee emails - MW has the quote for the cost to add 5 trustee emails. For the basic plan it would cost \$96/month for 5 accounts, or \$192/month with security compliance features. Trustees discussed and trustees have the option to set up their own separate, free email account to use solely for trustee business if they don't want trustee business mixed in with their personal emails.
- b) Director evaluation - MW received the draft evaluation and will meet with BA and MG to finalize the evaluation.

6. **New Business**

- a) 2023-2024 Draft Budget. Trustees will need to approve the final budget by the November 2022 trustee meeting to be finalized by the Bow Town Nov. 19 budget meeting.
- b) Bob Garland will tentatively be retiring in May 2023 after working as the library custodian and more. This needs to be accounted for in the next budget.
- c) Volunteers for library programming. Trustees discussed how to accept volunteers for library programming activities. Recommendation is to welcome volunteers and utilize them as the programmers set fit.

7. **Public Comment** - None

8. **Adjourn-**

EA Motion to Adjourn meeting, seconded by MG and unanimous pass. Meeting adjourned at 6:41 pm.

Submitted by,
Jennifer Warburton