

**Baker Free Library Trustees' Meeting  
Tuesday, October 11, 2022 at Baker Free Library**

**FINAL MINUTES**

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

1. **Meeting called to order at 5:15 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 9-13-22 draft minutes.

DD moved to approve the 9-13-22 Trustee Meeting minutes as presented. MG seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) September 2022 General Account Report

Spending is on track for where we are in the year.

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

b) September 2022 RSA & Special Expenditures Report

The library earned \$1365 from passport processing.

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

4. **Director Report**

a) September Statistics Summary

- i. Programming numbers continue to increase and are almost at the pre-covid numbers.
- ii. Library visits are up with the monthly average on track for 40,000 visits this year.

b) Updates

- i. Installed the additional stacks, one on each end of all rows of shelves. Has been working well without interfering with the flow of movement through the library.
- ii. Temporary set up in the front, new book area. A full proposal will be coming on how to renovate that space.
- iii. The library has been lucky to have a volunteer helping MW with shifting the collection for the shelf installations.
- iv. New painting is done in the children's area so the interactive wall unit can be installed now.
- v. Town auditors came through for an audit in September and had no follow-up questions.

5. **Old Business**

a) Director Evaluation - Trustees signed the completed director evaluation. MG will deliver a signed copy to MW.

- b) 2023-24 Budget - MW working on narrative for Super Saturday Budget Committee meeting on 11/19/22. The major changes are 1) the addition of a part-time programming assistant for Juliana and 2) addressing custodial services by either a staff hire or by contracting to an external cleaning services group. MW has received one quote from an external cleaning service group and will gather more.
- c) 1914 Revival - MW received a design proposal from Susanne Smith Meyer to prepare a conceptual design for the exterior space development. MW will contact another designer to get another proposal for a design phase cost and scope of services.

6. **New Business**

- a) Staff vacation carryover requests. Trustees approved requests from two staff members who requested to carry over vacation hours that exceed the maximum carryover amounts.
- b) Trustees need to look at whether MW's 3-year contract needs to be updated since it will be expiring October 2022. It may not be necessary since it won't be required for visa needs.

7. **Public Comment** - None

8. **Adjourn-**

DD Motion to Adjourn meeting, seconded by MG and unanimous pass. Meeting adjourned at 5:50 pm.

Submitted by,  
Jennifer Warburton