

**Baker Free Library Trustees' Meeting
Tuesday, November 8, 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 5:16 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 10-11-22 draft minutes.

EA moved to approve the 10-11-22 Trustee Meeting minutes as presented. MG seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) October 2022 General Account Report

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

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

b) October 2022 RSA & Special Expenditures Report

Passport earnings increased from last month. The library earned \$1855 from passport processing in October.

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

4. **Director Report**

a) October Statistics Summary

- i. Material circulation numbers are holding steady.
- ii. Use of Transparent Languages has dropped and Martin will look into it.
- iii. Program attendance is very strong. The 2022 adult program attendance is up 14% from pre-COVID attendance.
- iv. Library in-person visits are also increasing. October 2022 visits have increased 9% from September 2022.

b) Updates

- i. Lee Kimball notified Martin that the generator grant was approved. Martin has contacted L&T Electric and they are moving forward.
- ii. Eric Buck is the second landscape architect who is working on the second landscape plan proposal.
- iii. Shelving project is done for now. All the shelving is out of the 1914 room. Next organization step will be to re-work the public computers with the preliminary plan to move from two computers to four.
- iv. 1914 is empty now. After the next art display in December, which will include a concert, study space will again be set up in the the 1914 room.

5. **Old Business**

- a) 2023-24 Budget - The Martin's library budget narrative for the budget meeting binder has been submitted. The budget will have the flexibility on whether to hire a new part-time custodial help or to contract out to third-party service since the expected cost is similar. The proposed total budget is 6.4% increase overall. The operating budget is a 1.9% increase.

BA motion to approve the proposed 23-24 budget; MG seconded - passed by unanimous vote

6. **New Business**

- a) 2023 holidays on the proposed days to close the library around the holidays.

EA moved to adopt the proposed holiday schedule; DD seconded - passed by unanimous vote

- b) Request to approve a library room rental for a private party which will serve alcohol. Expecting about 75 people and have their own insurance.

JW moved to approve the room request; BA seconded - passed by unanimous vote

- c) Primex no longer offers the TULIP policies. Primex is mentioned in the BFL room rental policy and Martin will ask Bow Town on whether they will recommend another provider.

7. **Public Comment** - None

8. **Adjourn-**

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

Submitted by,
Jennifer Warburton