

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

FINAL MINUTES

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

1. **Meeting called to order at 5:19 pm** by BA.
2. **Review/Approve Previous Minutes**

Reviewing 11-8-22 draft minutes.

EA moved to approve the 11-8-22 Trustee Meeting minutes as presented. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) November 2022 General Account Report

Spending is at 42% of budgeted expenditure. EA noted areas of higher expenditure beyond budget. MW offered explanations and noted that reimbursements from Special Expenditures will cover these areas.

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

b) November 2022 RSA & Special Expenditures Report

Passport earnings continue to enhance revenue stream. The library earned \$1365 from passport processing in November.

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

4. **Director Report**

a) November Statistics Summary

- i. Reserves have decreased with lower COVID reports and an increase in browsing in the stacks observed.
- ii. MW will look into 68% decrease in use of Tr. Languages
- iii. Appear to have closed the gap on program participations. Polar Express event attracted 80 children. The holiday concert offered in the 1914 area drew about 20 attendees. MW commented that it was an excellent musical event with perfect acoustics in the space. Such future events would likely benefit from more frequent marketing with special focus just before event. Busy school and holiday calendar competing with our events.
- iv. Social media stable but use of Twitter is down.
- v. 40-45K visitors to the library (based on 50% of the entry counter clicks).

b) Updates

- i. Need to find someone to provide snow removal with departure of Bob. MW took care of most recent snowfall, but he will look into adding task to janitorial proposals. Plow contractors indicated they are either too busy to add more clients or library not on their routes.
- ii. R & T Electric repaired front lights (façade and sign) and also replaced porch (entrance) light timer which malfunctioned leaving that area in the dark at night.

5. **Old Business**

- a) 2023-24 Budget – MW reported that BFL fared ok during town budget committees “Super Saturday” but the Selectboard reduced the COLA to 3% and removed the proposed longevity pay request. MW offered that if we revise the budget it will go back to the budget committee in January. We could also ask that he push to keep the COLA at 5%. MW commented that is his preference to cut the operational budget than to reduce the proposed compensation items. Trustees directed Martin to move forward with his logic on this matter.
- b) Landscape architect proposals – Discussion focused on two proposals for a new plan for the 1914 exterior area. Higher cost was noted in proposal submitted by Terrain Planning & Designs vs Susanne Smith Meyer. It was unclear whether either proposal would net us a Final Master Plan (to allow us to bid out the job). MW to circle back with Susanne to confirm that she would give us a Final Master Plan. MW also to clarify if there will be other billables not covered by the proposals.

6. **New Business**

- a) Town of Bow annual report – Trustees indicated concurrence on both documents presented and complimented MW on them.
- b) Boiler repair – MW explained need to have two furnace vent adapters replaced. EA commented that this expense will put us at the top of the budget for that line item. MW indicated that this could be reimbursed from the RSA budget.
- c) 2023 Trustee election and recruitment – Item tabled to January 2023 meeting so that JW interest/intention to continue in service are known.

7. **Public Comment** - None

8. **Adjourn-**

EA Motion to Adjourn meeting, seconded by DD and unanimous pass. Meeting adjourned at 6:02 pm.

Submitted by,
Matt Gatzke