

**Baker Free Library Trustees' Meeting  
Tuesday, January 10, 2023 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.

1. **Meeting called to order at 5:30 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 12-13-22 draft minutes.

EA moved to approve the 12-13-22 Trustee Meeting minutes as presented. BA seconded and minutes approved by 4-0 vote with JW abstaining.

3. **Treasurer's Report:**

a) December 2022 General Account Report

Library is 50% through the fiscal year and spending is at 48.29% of budgeted expenditure.

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

b) December 2022 RSA & Special Expenditures Report

The library received a donation of \$315. The library earned \$1190 from passport processing in December.

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

4. **Director Report**

a) December Statistics Summary

- i. Traditional print circulations are still below pre-covid numbers.
- ii. Program participation is strong, almost equal to 2019 numbers for children's programs and up .9% for adult program attendance.
- iii. Library in-person visits are up 4% from November 2022 to December 2022.
- iv. Room rentals are consistent from November 2022 to December 2022

b) Updates

- i. MW is on the Bow Joint Loss Committee this year.
- ii. R & T Electric reported that they are moving forward on the generator. They expect it will take 36 weeks to get the generator and 16 weeks to get two core components. R & T needs the deposit of \$60,000 and will

be able to get a majority of the work done when the two core components come in. Lee Kimball will work with MW to get the work done.

- iii. The library was used as the town warming center during the December storm and power outages. Town employees staffed the library and the library has not received any statistics back from the town on the usage but there were no issues reported.
- iv. The last of the new interactive units have been installed in the children's section. The library will invite the Foundation members to come see it to thank them for their donation that contributed to paying for the children's section renovations and the interactive units.

5. **Old Business**

- a) MW received the clarifications from Susanne Smith Meyer (SSM) on her landscape architecture work proposal. SSM's proposal compares to Part A of the Terrain Planning and Design proposal. With this clarification, the SSM proposal is the less expensive option. Trustees discussed other benefits from SSM's participation in the landscape design work at the library.

EA moved to proceed with SSM's proposal and to pay her initial \$750 retainer for SSM to commence with the proposed work. When the plan is submitted, half of the remaining balance will be due to SSM on a total cost of \$2250. Seconded by DD and passed by unanimous vote.

- b) Trustee election - Deadlines to run for the election are the end of January, approximately January 25 to February 3. JW notified the board that she will not be running for reelection.

6. **New Business**

- a) Policy review for 2023. MW circulated a list of the library policies for trustees to review, revise as necessary, and approve.
- b) Bow Energy Committee letter of invitation to participate in solar RFP. The trustees were invited to have the library building evaluated to be a potential site for possible bids regarding renewable energy improvements. Any future proposals received would be evaluated to be accepted or rejected by the trustees so there is no commitment by participating in the RFP.

JW moved for BFL to participate in the RFP for possible renewable energy evaluations and proposals as described in the letter from Jessica Dunbar with the Bow Energy Committee. Seconded by BA and passed by unanimous vote.

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by EA and unanimous pass. Meeting adjourned at 6:15 pm.

Submitted by,  
Jennifer Warburton