

**Baker Free Library Trustees' Meeting
Tuesday, February 14, 2023 at Baker Free Library**

FINAL MINUTES

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

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

2. **Review/Approve Previous Minutes**

Reviewing 1-10-23 draft minutes.

MG moved to approve the 1-10-23 Trustee Meeting minutes as presented. DD seconded and minutes approved by unanimous.

3. **Treasurer's Report:**

a) January 2023 General Account Report

Spending is on track for where we are in the fiscal year in payroll, book purchases. The \$60,000 check has been issued for the payment on the generator. Total expenditures at 64.32%. The extra expenditures for the children's section renovation was charged through the supplies budget category and a portion will be reimbursed from Baker Free Library Foundation.

MG moved to accept the January 2023 General Account Report; DD seconded and report approved by unanimous vote.

b) January 2023 RSA & Special Expenditures Report

The library earned \$1365 from passport processing in January, earned another \$250 in meeting room rentals, and received a \$100 donation. The permissible transfer from the RSA & Special Expenditure accounts to the General Account was made to help with the \$60,000 payment for the generator. \$10,500 was transferred from the RSA account and another \$3692 was transferred from the Special Expenditures account.

DD moved to approve the January 2023 RSA and Special Expenditures report; MG seconded and report approved by unanimous vote.

4. **Director Report**

a) January Statistics Summary

i. Print circulations continue to increase and are getting closer to pre-covid circulations.

ii. Adult program participation had a major jump in January due to one program on the topic of eagles that was in-person and also available online. The popularity of that program contributed to a major increase of 680%.

b) Updates

- i. Roof leak noticed on January 21 that was caught early by an observant staff member. The leak was above the juvenile section. Bow Town Chris Andrews recommended we call Ryan Fontaine with Bow's Fontaine Construction to assess and repair the leak. Ryan removed the snow and did some sealing work and there have been no leaks observed since. Martin has ordered replacement ceiling tiles.
- ii. There were two snow closures in January, 1/21 and again 1/23. These were closures recommended by Bow Town to facilitate with snow clean up.
- iii. Bow Town Chris Andrews initiated a conversation with Martin regarding the possibility of sharing a custodian between the library and Bow Town which would create one full-time shared position instead of two part-time positions. The Trustees supported Martin being creative and working with Chris Andrews if that would help attract a qualified candidate.
- iv. The January 19, 2023 Town Budget Committee meeting that Martin and the library trustees were invited to attend to discuss some changes to the proposed budget went well and the library budget was changed to reflect the requested adjustments.
- v. The town public hearing on the proposed town budget went smoothly.

5. **Old Business**

- a) Two Bow citizens have filed to run for the election for the upcoming opening as a Library Trustee. One of the candidates came to meet and talk with Martin.
- b) Meet the Candidate night still on track for 2/22/23 and will be posted online after the event. Martin will be managing and emceeding the event.

6. **New Business**

- a) Strategic Plan Steering Committee met and divided the tasks for information gathering from town, citizens, and stakeholders. Tools being used are surveys, in-person interviews, and focus groups. The Committee group is working to get a broad cross section of town residents, including active library patrons and non-patrons. Library staff may possibly also be present at the upcoming Town Meeting for data gathering. The focus groups are scheduled for March 9 and March 11. Next step will be a staff/trustee meeting/retreat to review the data.
- b) 2023 NH House Bill 514 was discussed relative to possible impact on the library.

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by DD and unanimous pass. Meeting adjourned at 5:54 pm.

Submitted by,
Jennifer Warburton