

**Baker Free Library Trustees' Meeting
Tuesday, June 14, 2022 at Baker Free Library**

Draft Minutes

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

Meeting Called to order at 5:17 p.m. by BA.

Review/Approve Previous Minutes

EA moved to approve the 5-10- 22 Trustee Meeting minutes with one correction to reflect that EA seconded the motion to adjourn the meeting instead of DD (who made the original motion). DD seconded and minutes were approved by a vote of 4-0.

Treasurer's Report:

a) May 2022 General Account Report

We are at 83.99% expended with only the salary lines coming close to budget, we are at 22% remaining. Three areas under general expenditures noted as high include computer maintenance, software and grounds maintenance all just over 100%.

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

b) May 2022 RSA & Special

Special Expenditures Account is doing well with a balance of \$8,975.93. MD was asked why the receipts were so high. MW commented that it reflects closing out of the Friends Program. For RSA Account, passports continue to come in high and are followed by special program receipts. Total of \$18, 515.67 in the account.

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

Director's Report

a) May Statistics Summary

- I. Engagement was high due to the Touch-A-Truck event.
- II. Room rentals seem sluggish. MW was asked what is average to date and how did May compare with long term average? Is there a trend? MW offered that it is only the third month of public bookings. Hard to detect a trend yet. Use of tutoring rooms seem to be up. Word-of mouth likely to help with a new customer who used the space recently and liked it.

b) Updates

- I. MW also noted that Muriel Orcutt has provided the TULIP policy for her retirement event.

- II. 1914 Revival - MW spoke with DeJohn as he believes the first layout is too tight and cuts into the useability of the patio space. Photos were shown of a stone wall in front of a church in Bethlehem, NH. Lower, flat across top and more historic looking. Comment was that proposed wall is too high and not welcoming. We should take advantage of the space and make a larger area. The lack of shade in the late afternoon also a concern. Need to re-introduce trees farther out by road.. MW echoed some of concerns raised. Need to also recheck the property lines. How will staff monitor activities going on out of view at the front? Might we consider a patio in the rear area near the lower-level entrance as it brings within sight of bay windows? Easier for staff to observe activity.
- III. Beth Titus has retired and Lauren Porter was hired by the town to help in payroll department. She will remain at BFL. Jeff Ruggles commented that she cannot break the threshold of 34 hours. She and MD agreed that she will reduce BFL hours to 20 a week with 14 at the town office. The disparity in her wages to be addressed below in Old Business.
- IV. As reported last month, Dept. of Labor completed the elevator inspection as Always Accessible ceased commercial inspections. MW to search for a new service contractor.
- V. MW commented that Bow Garden Club member, Jennifer Dunbar and one other volunteer have been helping out with flower beds and added a pop of color with geraniums in planters on the front window ledges and steps. Comments were offered on their attractiveness.
- VI. MD discussed efforts Amelia and he had made to collaborate with the Bow Business Development Commission with the goal of being at the business expo. No date yet known. Likely to be a Saturday event in the fall and it may make use of the lower level of BFL. Commented that presently the two town staff members who have organized the event in the past have town employment.

5.

Old Business

- a) Generator Grant: R & T Electric provided an updated estimate to Lee Kimball for generator purchase and install at BFL which was shared with MW. Due to cost increases for the generator, our match which was previously approved for \$33,000 will now increase to \$44,500. The Library Trustees of the Baker Free Library, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$44,500.00 for the purchase and installation of a generator at the community's emergency shelter. Furthermore, the Board of Trustees acknowledges that the total cost of this project will be \$89,000.00, in which the Baker Free Library will be responsible for a 50% match (\$44,500.00). *(The motion language added above was received from DHS on June 22 and inserted into the*

minutes and replaces a motion made at the June 14 meeting, The motion added does not change the substance or intent of the original motion made at the meeting to approve this expenditure. The source documents regarding the required motion language are attached as an addendum to these minutes.)

- b) Directors Evaluation – DD commented on progress so far in gathering information from various points and that MG would be working with her to move ahead with the evaluation writing and the process for review prior to setting a date and time to meet with MW.

- c) Wage Increase Consideration - MW suggested in response to Lauren’s recent change in work status for BFL, it still makes sense to look at adjusting her hourly wage to entice her to remain part of the staff. Prior to her news, he was proposing that her pay increase to \$14 from \$12. He also suggested that Julianna would be another to consider for an increase. Adjustments would need to be made to the budget. Changes take place year-round, but he can make changes before the fiscal year begins. With the news about Lauren and Beth, there will be about a \$9K decrease in wages. MW also showed some metrics comparing both Julianna’s and his own wages as compared to several other libraries. Considering that they were both more recently hired, they already are in the range of a competitive wage. There is greater need to increase wages for other BFL library staff who have been here longer and who have invested in higher education related to their work. One of the factors also for MD and Julianna is the additional higher cost for NH Retirement. Some concern that Lauren may eventually be enticed to depart as her town wage will exceed library wages. We need to put changes in the budget now and get her pay up by July 1 or she will have to be content with the \$12 currently paid vs the \$14 proposed by MW in next year’s budget. MW might make changes in this year’s budget by moving line items around. With retirement of Beth Titus, no urgency to replace her role entirely. He will hire a new student who will do paging. It is important to keep reviewing pay rates as the continuing situation in the marketplace may make it a challenge to keep quality people.

Motion made by MG to increase Lauren’s wage. RA seconded and motion was approved unanimously.

6.

New Business

- a) HVAC – Several Freezestats need to be replaced in several air handler units above the library. The current units are older technology and are in the wrong location. Newer electronic probe-type Freezestats would be less prone to failure or false readings which shut down the systems when it was needed during recent hot weather. Elliott Controls and Bow Plumbing and Heating both assessed the situation. A handout of the new probes and a quote from Elliott controls was presented in the amount of \$2,540.27. EA moved to spend \$2,540.27 to hire Elliott Controls to make the needed

repairs. DD seconded and the motion was approved unanimously.

b) Trustee Emails – Based on best practice highlighted at NHLTA conference session, was recommended that unique emails be setup for trustees. Due to language in RSA:91A, per Right-to-Know, emails must be unique and not the personal emails of the trustees. In the event of legal action where emails might be reviewed, a trustee's email account could be subject to review. After general discussion, trustees agreed this should be done. MD will ask Triplet Computers about how to get this setup following best practices. Likely a MS365 based email for each trustee.

c) Liaison with Foundation - MG was approached by Foundation chair asking if MG would consider taking on role as liaison with trustees. Would attend Foundation meetings hear questions or news the Foundation would like to ask/share with trustees. Liaison would share any important news with the Foundation. Liaison would not attend entire meeting but would be on their agenda. MG wanted fellow trustees to be aware he was asked. EA moved to grant MG approval to take on this additional role; DD seconded and motion approved by unanimous vote.

Public Comment – None

Adjourn – DD moved to adjourn meeting, seconded by RA and approved unanimously. Meeting adjourned at 6:36 p.m.

Submitted by,

Matt Gatzke

Guidance for Meeting Minutes

Please use language similar to this when documenting meeting minutes accepting the grant

"The Select Board, in a majority vote, accepted the terms of the Emergency Management Performance Grant as presented in the amount of \$44,500.00 for the purchase and installation of a generator at the community's emergency shelter. Furthermore, the Board acknowledges that the total cost of this project will be \$89,000.00, in which the town will be responsible for a 50% match (\$44,500.00)."

PLEASE NOTE- If one individual signs the grant agreement, please include this statement in the meeting minutes: *"(name and/or title/position) is authorized to sign all documents related to the grant"*. Refer to the Certificate of Authority for additional guidance.

As a reminder, please have the signor(s) and notary/justice of the peace sign and date the Grant Agreement the same date.



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Emergency Management Performance Grant (EMPG)

Applicant: Town of Bow Grant Amount: \$44,500.00

Project: Shelter Generator Project

All steps below are required to be completed in their entirety.

If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by **ASAP** to:
NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305 OR email to
this email address: NHEMPG.Program@dos.nh.gov

Grant Agreement

Grantee signors complete the following:

- Block 1.11 – Subrecipient Signatures
Have a **majority** of the **Select Board or City Council** sign in blocks 1.11
- Block 1.12 – Name & Title of Subrecipient Signor
Print names and titles of the signors
- Initial and date **each page of the Grant Agreement**
- Initial and date **Exhibit A, B and C.**

Additional Required Documents

- Meeting Minutes- ****See SAMPLE MEETING MINUTES****
Minutes of the meeting documenting that the **community/agency's** GOVERNING AUTHORITY accepted/approved the EMPG grant agreement. Ensure the minutes state **the community/agency is accepting the grant agreement terms as presented.** Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.

The minutes should also include:

- What the grant is for
- Total project cost
- Amount of local match (50%)