

**Baker Free Library Trustees' Meeting
Tuesday, April 11, 2023 at Baker Free Library**

**APPROVED
MINUTES**

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

1. **Meeting called to order at 5:17 pm** by BA.

2. **Election of Officers**

After brief discussion, BA and EA both agreed to continue as chair and treasurer respectively. MG agreed to serve as secretary. DD motioned to approve officers as stated. SC seconded and the 2023-2024 officer positions were approved by unanimous vote.

3. **Approval of March 21, 2023 draft regular minutes**

EA moved to approve the 3-21-23 regular Trustee meeting minutes as presented. DD seconded and minutes were approved with SC abstaining as she was not present.

4. **Approval of March 27, 2023 draft special meeting minutes**

EA moved to approve the 3-27-2023 special meeting minutes as presented. DD seconded and minutes were approved with SC abstaining as she was not present.

5. **Treasurer's Report:**

a) March 2023 General Account Report

EA noted areas of higher expenditure beyond budget with focus on building maintenance. MW commented that the generator money from the grant will come in around August and the end of the grant period which is in the next fiscal year. As an explanation to SC and as a reminder to others, trustees had previously voted to encumber \$100K for the 1914 restoration and development of the front public space/patio. Also, the foundation has yet to refund the General Account for the furnishings and upgrades to the children's area. There are also some areas from the RSA account which will be moved to the General Account. MW offered explanations and noted that reimbursements from Special Expenditures will cover items such as postage, program expenses and staff development.

DD moved to approve the March 2023 General Account Report; BA seconded and report approved by unanimous vote.

b) March 2023 RSA & Special Expenditures Report

Passport earnings high which is excellent. Monies from these accounts will be swept into the General Account in April-May with expectations funds will be used as indicated in report above. \$2,275 earned from passport processing in March.

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

6. **Director Report**

a) March Statistics Summary

- i. MW referred to 2020 vs 2023 circulation figures which indicate good growth. Decrease in reserves reflects reality of coming out of COVID.
- ii. E-Resources figures are good.
- iii. Social Media seems to fluctuate. Facebook seems to be the realm of parents. The Bow Times and the BLF e-Newsletter are important channels for the community.
- iv. Room rentals are up during March including use of tutor rooms.
- v. MW reported that the state report on the library is due in April.

b) Updates

- i. MW advertised two positions for library assistants and has had two applicants so far. The position posting will close on April 16. Intention is for a May 1 start adhering to DOL maximum hours for student employees.
- ii. Custodian Bob Garland let MW know that April 20 would be his last day which is an earlier separation date than anticipated. MW will coordinate a get together likely over several days so that staff who are either off or working from home can join in or provide other staff coverage.
- iii. Sarah and Lauren accepted their job offers. Sarah will begin April 17 with Lauren shortly thereafter based on departure from town. Schedules will be flexible as they are both taking vacation.
- iv. MW reported he is continuing talks with Chris Andrews on a possible 50/50 shared custodian with schedule taking into account earlier needs of Bow Rec Center and then service BFL. MW will monitor downtime on cleaning.
- v. MW took up last month's questions about the grievance policy with Primex. He is also expecting review from town.
- vi. Regarding the strategic plan, online survey will be available for one more week. The kiosk has been discontinued. The strategic planning team will meet to review the data. Deb Hoadley from NHLA will consultant on the plan development. May also result in a staff and trustee retreat to review and comment on the draft plan together. A third-party facilitator may be considered for this retreat.
- vii. MW shared a Bow Garden Club solicitation to purchase a pot of flowers for the container garden project at the Community Building. Trustees agreed to purchase a \$200 container. A request was made by local Girl Scout who would like to create a Karner Blue garden onsite. Trustees had no issue with this.

7. **Old Business**

- a) Emergency Closure Policy - Trustees reviewed version of the policy which names the Technical Services Librarian who will execute the policy if the director is unavailable. Sarah would be this person moving forward. MG made a motion to accept the policy as presented. DD seconded and the motion was unanimously approved.
- b) Status of landscape architect proposal – Susan Smith Meyer returned to the library for more photos and to walk the area. She is working on the plan at this time. MW recapped for SC what the long range plan is for both the restoration and development of front area space with an eye on reducing the cost.

8. **New Business**

- a) Trustee Ethics Policy Signature – All trustee present reviewed the policy, signed it and returned to MW.
- b) BA asked MW about status of regular staff meetings. After some discussion about challenges of scheduling a full staff meeting vs key staff, it was announced that the next meeting would be the next day, April 12. BA let MW know that he would be in attendance. BA commented that he would like to see other trustees attend staff meetings when possible.

9. **Public Comment** - None

10. **Adjourn-**

DD offered motion to Adjourn meeting, seconded by SC and passed unanimously. Meeting adjourned at 6:04 pm.

Submitted by,
Matt Gatzke