

**Baker Free Library Trustees' Meeting
Tuesday, August 8, 2023 at Baker Free Library**

**APPROVED
MINUTES**

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

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

2. **Old Business (moved by consensus to front of agenda)**

a) Landscape Plan – Susanne Smith Meyers Presentation

Susanne Smith Meyers presented her conceptual landscape plan for proposed site improvements dated July 2023. She highlighted flexibility of the plan, ability to phase in plantings and options for various types of paving for walking and seating areas, including bluestone or possibly street print paving. Mention was made of need to comply with ADA requirements in regard to 4' or 5' wide walkways. Wheelchair access could be had on the side street entrance to reach front event areas. Small area would be created for staff too. Monuments would be moved to flank the main library entrance in the middle of each current flower bed. She suggested the area outside of side -street windows near basement access could be used for a water feature or other sculpture as a visual focus to soften the stairway and railings. Focus was placed on options for a central (South St.) open grassy area (approx. 40' x 25') for open gatherings or possible event tenting. Mention was made of need to include a new library sign into the design. Her recommendation for better defining front area is with use of low profile fencing with granite peers/bases. Comments were also made about the need for shade trees but none that would become future maintenance issues. Discussion also focused on what options might be for the sloped area outside the large basement windows. Need to make the area less accessible/attractive to small children. Consider a consistent ground cover to prevent access. She will create a black and white rendition for use in seeking contractor bids for the project before she generates the final to-scale plan in color. A planting plan specifying varieties of trees, shrubs and other plantings would be its own step.

3. **Approval of June 13, 2023 draft regular minutes**

EA moved to approve the 6-13-23 Trustee meeting minutes with two typos to be corrected. DD seconded and minutes were approved unanimously.

4. **Approval of July 26, 2023 special meeting draft minutes**

EA moved to approve the 7-26-2023 special meeting draft minutes with two typos to be corrected including name of funding source. DD seconded and minutes were approved unanimously.

5. **Treasurer's Report:**

a) June 2023 General Account

EA reported that we ended the year in a good place at 96.23% of approved budget. Under budget for payroll, books, audio, etc. and a bit over budget on General & Admin Expenses. MG moved to approve the June General Report. SVC seconded. Hearing no further discussion, the motion was approved.

b) June 2023 RSA & Special Expenditures Account

EA also reported that the Special Expenditures account was in good shape. MW moved funds (to reimburse) \$3K and \$5K from Special Expenditures account to General Account to backfill expenses. June revenue continues to be high in area of passports and out of town fees, which reflects annual renewals.

BA moved to approve the June 2023 RSA and Special Expenditures report. DD seconded and report was approved by unanimous vote.

c) July 2023 General Account

EA reported we are off to a good start of new fiscal year at 7.19% of budget. Both building maintenance and grounds are up a bit. MW cited recent need to replace two security cameras, and unforeseen HVAC issue and also paying for services to-date for landscaping plans. DD moved to approve the July 2023 General Account report. BA seconded and report was approved by unanimous vote.

d) July 2023 RSA & Special Expenditures Account

Passports (\$1,363.99) and Overdue Fines (\$175.02) are biggest revenue items for the month. Combined accounts total of \$26K+ There is an additional \$1,856 of new revenue bringing things close to budget.

DD moved to approve the May 2023 RSA and Special Expenditures report. BA seconded and report was approved by unanimous vote.

6. **Director Report**

a) June-July Statistics

- i. MW reported a drop off in adult circulation which not unusual in June and July but an uptick in juvenile circulation due to summer reading programs.
- ii. Spike in Adult programs with impact of recent online programming that included other library participation numbers. Children's programming will go up for August with the finale of summer programs to take place.

b) Updates

- i. MW provided copy of invoice for roof repair work in the amount of \$2,500. It was determined in conversation with Geoff Ruggles that funds should come from Emergency Capital Reserve Fund (ECRF). At the request of Geoff, a motion was made by MG and seconded by EA to withdraw the amount of \$2,500 from the ECRF. MG was then directed to create a memo for MW to share with Geoff requesting that the Trustees of the Trust Funds withdraw the money from the ECRF. Motion was approved by unanimous vote.
- ii. Steven Paul, custodian candidate was offered the position and he has accepted pending results or criminal records check and drug testing (by 8/10) with anticipated start date of 8/15.
- iii. Staff member will be out on unpaid family leave for one month, 8/17 -9/18). Staff

- coverage will be worked out with some work completed in anticipation of leave.
- iv. MW is recruiting an open circulation desk position at \$10/hr. with expectation it will be filled by a high school student. Posted on social media, website, etc.
 - v. Deb Hoadley will be summarizing notes and outcomes from staff-trustee planning session and will get to MW once she has wrapped up some other projects.
 - vi. MW reported on a new leak involving HVAC unit over area near the main collection stacks. First noted by ceiling tile that began to fall while he was nearby. Upon investigation he found condensation pan filled under unit. Called Bow P & H to inspect though they are not certain it is a problem with the unit. Question was asked why pan does not have a drain? On-going situation yet to be fully resolved. Once new custodian on board, the replacement of ceiling tiles will become a goal.
 - vii. MW provided trustees with the 2022-2023 Internal Revenue Summary. RSA Revenue totals were \$20,111.47 with revenue from Passports (\$15,858 going to programs and staff development). Copier and fax revenue fees and use was \$948.93, but cost of unit was \$5,210.6. Staff use accounts for the majority use, but the public fees does reduce expense by the \$948.93. MW to request proposal from current copier vendor and get another quote for comparison. Special Exp. Revenue was \$12,841.21 which included grants, book sale, memorial donation and recent payment of reimbursement for children's area project by the foundation. Reimbursements of \$5K from RSA account to General account was to cover unanticipated building repair issues including boiler work and time-clock replacement for exterior lighting.

7. **Public Comment** – None

Motion was made at 6:35 p.m. by EA and seconded by SVC to adjourn the meeting. The motion was approved.

Submitted by,
Matt Gatzke