

**Baker Free Library Trustees' Meeting**  
**Tuesday, October 10, 2023 at Baker Free Library**

**DRAFT MINUTES**

**PRESENT:** Bob Arnold (BA), Eric Anderson (EA), Donna Deos (DD), Sheri Vincent-Crisp (SVC), Matt Gatzke (MG) and Director Martin Walters (MW), Jessica Dunbar, Bow Garden Club and Resident

1. **Meeting Called to order at 5:15 p.m. by BA**

2. **Approval of September 12, 2023 draft minutes**

EA moved to approve the 9-12-23 Trustee meeting minute with one correction. DD seconded. Hearing no further discussion, the motion was approved.

3. **Treasurer's Report:**

a) September 2023 General Account

i.) EA reported that at end of first quarter all is in line, but noted higher expenditures in building maintenance, grounds, telephone and postage. MW offered that postage, training, and programs are reimbursed by the special expenditures budget. Passport envelopes were ordered. Also paid for strategic planning session food and facilitator services, both of which were covered by passport revenue. New custodial items were purchased for use by Steven. Bottom line is 22.54% which is very good. MG moved to approve and DD seconded. Motion was approved.

b) Special Expenditures

i.) EA note that passports and copy revenue are both good. moving along very well, lots of deposits. Passports and copies both good. \$31,415.47 total. DD moved to approve. BA seconded. All approved.

4. **Director Report:**

a) September Statistics

i. Mostly positive increases noted on printed report. Rentals were up for the past period which also increases the library visitation counts. Study rooms have been in good use lately.

b) Updates

i. Auditors review finished 9/25 and things looked fine. MW provided items as requested.

ii. R & T Electric expected to be onsite this week and disconnect any electrical connections where new ceiling tiles will be going up.

iii. A calendar fundraiser is in the works with about 200 calendars to be printed. Cost is \$6.5-7.00 each and will sell for \$10.

iv. Landscaping Plans were reviewed by Trustees with questions about the two variations of the streetscape/lawn area and other areas. Jessica Dunbar, Bow Garden Club members and the volunteer who has been maintaining the front entrance beds, commented on the area in front of

the lower-level windows. Suggested varieties of ground covers be considered for that area and liked the masking or wall feature at the top to discourage entrance by visitors. MW presented the idea to the Foundation and they were favorable to the idea of the scaled-back plan, with opportunities for donations and naming rights. *Giving Tuesday* is coming up in November. Trustee discussion was raised about how we pay for this. If foundation raises the money that conveys a different message, than asking the public directly for funding. Focus on this as a beautification project vs. a building need. Some work might be done by town crews as well as outside contractors. BA made a motion to have MW move ahead with getting proposals from three landscaping firms. EA seconded the motion. Motion was approved. Jessica Dunbar recommended that when selection is made as to plantings that native plants and those which will attract pollinators be chosen. She also suggested that the landscaping be designed to draw in children and provide learning opportunities. Matters of maintenance and long-term care of the plantings also were mentioned as a consideration in the selection of what is planted.

5. Old Business

a) Strategic plan

i.) The report from the facilitator was reviewed by staff and they developed ideas related to items in the report. More ideas for kids' programs, adding technology -- Zoom meetings, live streaming, etc. The timing of the items staff identified would depend on further talks with staff and director. Trustees liked the proposal and another draft of the plan will be coming forward.

b) 2024-2025 Budget

i.) The budget has been recast to include an increase of 21 % for group medical 4.7% for group dental. The discrepancy in salaries is due to having moved up two staff positions from part-time to full-time status. Budget reflects a 6.5% increase. Budget was bumped by \$4K for both HVAC and maintenance to include service agreement. Adjustments were made to cover new items. Water testing went up last year and electrical repairs increase to \$2K. Public computers have to be upgraded as they are more than five years old and very slow. Will budget an extra \$1K. At 6.5% we are barely keeping up from inflation. November 18 is the budget presentation from 8:30-9am. MW will send to Geoff for town approval.

c) CIP discussion was held as MW received new carpet replacement estimate and the discussion focused on how to move up carpet replacement along with consideration of replacement of the HVAC systems. Would need \$20K be contributed at the CIP each year instead of the \$5K presently. Updated estimate needed for the cost to replace furnace and controls. Thought is to move up the carpet to 2026-2027. Need to consider pushing elevator farther into the future. If it were carpet alone, \$15K would be a good amount to fund that line item in the CIP. EA estimated amount of \$43K would need to be added annually to the CIP between now and 2035 to pay for all items currently listed in the CIP. The money to replace the carpet is the account but spending it now would zero out the fund. We are looking at \$20K. Incorporate all the items and increase the amount to be level funded. Go with \$35K instead. CIPs should look at 6-year window and always be level funded. MW will review elevator replacement timetable and possibility of pushing it out farther.

6. New Business

a) Copier Rental

i.) Two bids have been received for replacing the current copiers. Bid from current provider and a new one from Toshiba. MW suggested we opt for Toshiba agreement. Lesser costs all around. Current contract expires in December. Trustees agreed this was the better choice.

b) Room Rental Requests

i.) Lindquist family request was reviewed. EA made motion to approve. DD seconded. Motion was approved. Bow High School Hockey Team usage for a pasta dinner as a fundraiser: No need to charge them since it is a fundraiser. Pasta dinner which might become a fundraiser. For team and families or opened up. Oct. 29 and Nov. 5.

7. Public Comment

i. EA commented on recent legal article in newsletter from NH Library Trustees Association focusing on having and observing a policy related to sealed meeting minutes. Periodically review them and determine if they can be unsealed and made available to the public.

Motion was made at 6:51 p.m. by MG and seconded by DD to adjourn the meeting. The motion was approved.

Submitted by,  
Matt Gatzke