

**Baker Free Library Trustees' Special Meeting
Wednesday, July 26, 2023 at Baker Free Library**

Approved Minutes

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

1. Meeting Called to order at 5:32 p.m. by BA.

2. Emergency Roof Drain Cleaning

MW shared photos of standing water on two roof areas of BFL due to plugged roof drains. Recent torrential rains brought the situation to light as water began to back up and damage library ceiling tiles in areas where water leaks had not been seen before. MW consulted with Ryan Fontaine who estimated the drain cleaning and related work would cost between \$3-4K.

DD made a motion which was seconded by BA. During discussion, EA asked where the funds would come from to pay for the work? At first, MW indicated it might come from building maintenance, but further discussion resulted in the suggestion that Capital Reserve Funds should be used as they are intended to be used in such an emergency. MW was directed to speak with Geoff Ruggles about accessing the reserve funds. DD amended her motion for MW to move forward with Ryan Fontaine's firm but that the funds should be withdrawn from the Emergency Reserve Funds (ERF) and not the General Budget. BA seconded the amended motion. No further discussion. The motion was approved.

3. Potential Hiring of Shared Custodian

Martin shared resume of Steven Paul a candidate for the shared custodian position. He recently interviewed the candidate, checked his references and is ready to hire him. This would be a second job for the individual. New hire will have a six-month probationary period as is customary. His hours for the BFL will be from 7-11AM after completing tasks at the Bow Youth Center. MG made a motion for MW to move ahead with finalizing the hiring. DD seconded. No further discussion. The motion was approved.

4. Solar Committee RFP Creation Request

MW informed the trustees that the Bow Solar Committee is seeking to have an RFP created for various solar project providers to bid on potential sites to construct a solar array, including the possibility of the BFL roof. The committee is seeking the approval of the BFL to work with Accion Group which is donating its services and expertise in helping the committee develop the RFP, including posting it on their website. EA inquired as to the extent of the trustees' ability to control our own money for such a project if the funds used ultimately came from taxpayer dollars. Ordinarily such items go before town meeting for a vote. MW re-iterated that that ask here was whether or not we are ok with the solar

committee enjoining with Accion Group to develop the RFP, not to spend money directly on a solar array at the BFL location. The committee and any potential providers would have to present a proposal to the trustees which would outline costs, benefits, etc. to the BFL and to the town overall. No vote was taken but the trustee's felt it was ok for the RFP to be created. MG commented that the trustees had previously agreed to be considered as one of the solar array sites after the committee had approached the BFL earlier in the year. Moving ahead with the RFP does not obligate the BFL to participate. MG commented on concerns for the impact on our already sensitive roofs. MW commented that it might be determined at an at-grade panel array might be better than on the roof. We will not know until a provider responds to the RFP once created.

5. Adjourn – DD moved to adjourn meeting, seconded by EA and approved unanimously. Meeting adjourned at 6:00 p.m.

Submitted by,

Matt Gatzke