

**Baker Free Library Trustees' Meeting
Tuesday, June 13, 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.

1. **Meeting called to order at 5:16 pm** by BA.

2. **Approval of May 9, 2023 draft regular minutes**

DD moved to approve the 5-9-23 Trustee meeting minutes as presented. BA seconded and minutes were approved with EA abstaining.

3. **Treasurer's Report:**

a) May 2023 General Account Report

EA reported that we are at 87.89% of budget as we are now in the final month of the fiscal year. Several line items continue to run over budget but the targeted bottom line remains in view. Of note, the generator has been moved to an asset class instead of a straight expense item.

BA moved to approve the May 2023 General Report. SVC seconded. Hearing no further discussion, the motion was approved.

b) May 2023 RSA & Special Expenditures Report

Again, Passports (\$558.99) and Out-of-Town fees (\$86.37) are highest revenue items for the month. The next report should reflect the receipt of \$10,064.21 from the Foundation as reimbursement for monies spent on the upgrade of the children's area.

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

4. **Director Report**

a) May Statistics Summary

- i. MW reported that adult circulation has increased by 9%. Reserves, which are down 10% continue to reflect the post-pandemic trend with increased in-person visits.
- ii. E-Resources figures continue to increase with exception of Tr. Languages which dropped 47%.
- iii. Adult programming has seen the greatest jump (158%) with still more virtual attendance
- iv. Library visits remain in the stable range.
- v. Only tracking Facebook and Instagram in terms of social media. Followers are up 17% with drops in reach and engagement.
- vi. Room rentals up 20%.

b) Updates

- i. MW announced that a new library assistant started on June 1 at \$10 an hour. Sara McCarthy will work Tuesdays, Thursdays, Fridays and Saturdays. Julie Voss is leaving on June 16. MW will recruit for a student position in the fall. Staffing on weekends during summer will alternate from 4 to 3 persons.
- ii. No applications have been received for shared custodian position. Position has been posted on Indeed, NH Works. If no viable candidate by July meeting, we need to consider outsourcing it to a service. MW has mowed the grass, but also need to locate another vendor for this task.
- iii. Susanne Smith Meyer will prepare the next draft of a plan that indicates specific trees and shrubs and provide more plan details. There had been prior comments from trustees that the plan needs to better define how people will interact with the space and where the gathering areas are.
- iv. MW deposited the check for \$10,064.21 from the Foundation for the expense in the Children's area. Had been reflected in the library supplies line.
- v. On the strategic plan, there will be a team meeting on 6/19. They will propose a date for both staff and trustees to review it. Decision has been made to engage Hoadley Associates to facilitate the process and review event.
- vi. Julianna and Sarah preparing for the launch of the Summer Reading program which will kick off with the Touch-A-Truck event on June 17 in the parking lot. The theme for the reading program is "Finding Your Voice." A sing-along and movie night are among events planned.
- vii. MW reported that there appears to be a roof leak in the 1914 section of the BFL. Was discovered during a recent heavy rain event. He has called Ryan Fontaine to check out the roof. Will need to see if it occurs again during major rain events. MW has noticed areas on the soffit or flashing on the front side where it has separated and may be allowing water to enter the interior area of the roof in that section.

5. **Old Business**

- a) Grievance Policy – MW commented that he provided copies of both the proposed BFL grievance policy and that of the Town of Bow. He did the same for the anti-harassment policy. The grievance policy was reviewed by the town counsel and the harassment policy was reviewed by Primex. Some discussion by the trustees indicates that a separate anti-harassment policy is preferred. Discussion on this topic to be continued. Some sense that the trustees are currently three steps away from the person making any report of an issue.

6. **New Business**

- a) Trustees were reminded that it is time to begin process of the director's evaluation. A timeline suggested back in 2021 was shared. While not able to bring things into the suggested timeline this year, the aim is to try to complete the process by September of this year with aim to moving it back to allow for trustee and director sign off before July 1, 2024..

7. **Public Comment** – None

Non-Public Session RSA 91-A:3

At 6:17 p.m. upon motion made by RA and seconded by MG it was voted to enter Non-Public Session according to RSA 91-A: II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Roll call vote: Robert Arnold, yes, Donna Deos, yes, Eric Anderson, yes, Shari Vincent-Crisp, yes, Matt Gatzke, yes. The motion carried by 5-0 vote of the Trustees.

Public Session reconvened at 6:40 p.m.

Motion was made at 6:46 p.m. by RA and seconded by DD to adjourn the meeting of the Board of Trustees. The motion was approved.

Submitted by,
Matt Gatzke