

**Baker Free Library Trustees' Meeting
Tuesday, March 21, 2023 at Baker Free Library**

APPROVED MINUTES

PRESENT: Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD), Bob Arnold, (BA), Matt Gatzke (MG), and Director Martin Walters.

1. **Meeting called to order at 5:15 pm** by EA (BA unable to arrive until later in the meeting.)

2. **Review/Approve Previous Minutes**

Reviewing 2-14-23 draft minutes.

MG moved to approve the 2-14-23 Trustee Meeting minutes as presented. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) February 2023 General Account Report

Supplies line item continues to be over but will be adjusted when reimbursement is received for children's area remodel. Martin will check why the vacation coverage isn't showing on the general report. Expenditures remain inline with where the library is in fiscal year.

DD moved to accept the February 2023 General Account Report; MG seconded and report approved by unanimous vote.

b) February 2023 RSA & Special Expenditures Report

There is a total of \$18,006 in the two accounts. Passports earned \$1575 in February.

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

4. **Director Report**

a) February Statistics Summary

- i. Statistics report starting to track against previous year, changing back from the short-term pre-COVID statistics tracking.
- ii. Adult circulations up 9% and juvenile/children circulations up 16%. Overdrive use up 19%.
- iii. Program participation for children and adult programs up substantially over 2022.
- iv. For social media engagement, there is minimal activity on Twitter so the library is mostly using Instagram and Facebook.

v. Room rentals are steady.

b) Updates

- i. Candidate night went very well with excellent feedback.
- ii. Third public computer has been added back for public use because demand has increased.
- iii. R&T Electric reported that all the generator parts are ordered but will still be 24-36 weeks before arrival.
- iv. Chris Andrews and Martin are getting closer to hiring a custodian that will work part-time with the library and part-time with the town.
- v. Staff half-year evaluations are completed.

5. Old Business

- a) To continue to gather input and data for the new strategic plan, Juliana and Sara ran focus groups, Martin was present at the town and school meetings, and BA has conducted one-on-one interviews with town stakeholders. For survey responses, the library has received 114 online responses and 69 paper responses.

6. New Business

- a) Policy review
 - i. Employee Grievance policy - trustees discussed the need to remove harassment and discrimination elements from the grievance policy and create separate policy for claims that create increased legal liability for the library. Trustees also asked Martin to look at the town HR and grievance policies for comparison with the library policies. Grievance policy will be reviewed after additional information is received.
 - ii. Emergency Closure policy - trustees will make a determination about a second-in-command person before the emergency closure policy will be updated and reviewed.
- b) Received a request for liquor use at a private event. Requester already secured event insurance policy, as required by the library policy.

MG moved to approve the request for the private event and their special event insurance coverage. DD seconded and passed by unanimous vote.

- c) Director evaluation. Trustees and director discussed staff harmony. Discussed the need for staff meetings that are positive/supportive and having a trustee present. Discussed trustees looking at library staff organization and that the trustees will be identifying a second-in-command. Discussed needs for "all hands on" to support the bigger events.
- d) Staff retirements.
 - i. Betsy's last day will be April 3 and Bob's last day will be April 29.
 - ii. Martin proposed one staffing plan and the trustees discussed and asked Martin to propose a different staffing plan to cover the retirements. Trustees asked for a special meeting the following week to review the

alternate staffing proposal.

7. **Public Comment** - None

8. **Adjourn**

MG Motion to Adjourn meeting, seconded by DD and unanimous pass. Meeting adjourned by BA at 8:03 pm.

Submitted by,
Jennifer Warburton