

Baker Free Library Trustees' Meeting
Tuesday, May 9, 2023 at 5:25 PM, Baker Free Library

Approved Minutes

Present: Director Martin Walters (Martin), Eric Anderson (Eric), Donna Deos (Donna), Bob Arnold (Bob) and Sheri Vincent-Crisp (Sheri).

1. Meeting called to order at 5:16 by Eric, seconded by Donna.

2. Review and Approval of Draft April 11, 2023 Minutes approved and seconded.

3. Treasurer's Report:

a. General Account Report

Review of the Monthly Budget Report - Eric indicated year to date is at about 80% of budget with two more months remaining for corrections to be in line. This will include generator reimbursement and other special expenditures to be moved to the general account.

Sheri moved to accept the April 2023 General Account Report; seconded by Donna and unanimously approved.

b. RSA and Special Expenditures Report

Special Expenditures Report is in good order and looks great. There is a total of \$23,910.99 in the two accounts. Passport earnings continue to be high at \$1,785 for April. There were no receipts for Meeting Room rentals and Special Programs in April.

Sheri moved to accept the April 2023 RSA Special Expenditures Report; seconded by Donna and unanimously approved.

4. Director's Report

a. April Statistics Summary

- i. May 2023 Statistics Report shows a relatively steady increase in Circulation with Adult Circulations up 10%, Juvenile/Children Circulations up 12%, and Reserves up 18%.
- ii. eResources showed the largest increase (70%) regarding Kanopy, followed by Overdrive (10%) with minimal increase (3%) for Hoopla. Languages saw a 35% decrease.
- iii. Program Participants saw the largest increase in Adults at 195% and children at 32%.
- iv. Site Use Statistics decreased in April, most significantly Room Rentals, by 25%.

Discussion as to whether we should:

- expand availability;
- strive to publicize/advertise;
- explore availability outside of hours of operation; and
- discussion regarding REC duplication of Library efforts.

- v. Regarding Instagram and Facebook, April saw an increase in Followers by 18%, with more related to larger events. Social media reach and engagement both saw decreases of 22% for each.

b. Updates

- i. The full-time custodian position selection was approved (4/25/2023). The posting went out via the Town of Bow Website and via Indeed, listing specifics.

- ii. Director Evaluation due and pending.
- iii. Facility Evaluation updates were discussed regarding relocation of Staff, as discussed with Staff.

5. Old Business

a. Strategic Plan Facilitator

Strategic Planning Proposals were received for the Library from Hoadley Consulting submitted by Deb Hoadley, and Proton submitted by Steve Brown. After discussion and comparison, it was determined that the better fit was Deb Hoadley in terms of cost and scope of the project. The next steps will be:

- to reach out to Deb;
- Deb and Strategic Plan Team (Bob, Sara, Juliana, Martin) meet; and
- plan a prospective June date.

No motion was needed, as the estimated cost would be under \$2,000.

It was also noted that the library already has a Mission and Vision Statement, and the old plan is on the Library Website for review.

b. Landscape Conceptual Diagram

Susanne Smith Myers' conceptual plan was submitted for discussion with regard to "next phase" and details. Several trustees noted, specifically, they would like more information regarding percentage of lawn and materials used for walkways, location of monuments and reading areas, types of shade trees, and the type of fencing to be installed adjacent to the road. Planning is ongoing.

6. New Business

- a. Circulation Desk Assistant Hiring - Recommendation for hiring student/returning students at \$10/hour., limited to four intermittent positions. Seven applicants responded. The next Step will be to check references.

7. Public Comment (none)

8. Meeting adjourned at 6:14 PM - moved by Bob, seconded by Eric.

Respectfully submitted,

Sheri Vincent-Crisp