

**Baker Free Library Trustees' Meeting  
Tuesday, September 12, 2023 at Baker Free Library**

**DRAFT  
MINUTES**

**PRESENT:** Eric Anderson (EA), Donna Deos (DD), Matt Gatzke (MG), and Director Martin Walters (MW).

1. **Meeting called to order at 5:17** by EA

2. **Approval of August 8, 2023 draft regular minutes**

DD moved to approve the 8-8-23 Trustee meeting minutes. EA seconded. Hearing no discussion, the motion was approved.

3. **Treasurer's Report:**

a) August 2023 General Account

EA reported that two months into fiscal year only areas that seem high are building and grounds maintenance but monthly total is at 17.28% but total so far only 15% of budget which is within expectations. MG moved to approve the August 2023 General Account. DD seconded. Hearing no discussion the motion was approved.

b) August 2023 RSA & Special Expenditures Account

EA also reported that the Special Expenditures account continues to benefit from the Passport service, with \$1,748.62 for that item. Total of the account is \$30,102.56. DD moved to approve the August 2023 RSA & Special Expenditures Account. MG seconded. Hearing no further discussion, the motion was approved.

4. **Director Report**

a) August Statistics

i. MW offered that usage figures are improving steadily. The newsletter is now distributed to 692 subscribes per Constant Contact stats.

b) Updates

i. MW reported that Steve Paul, the new custodian started on Aug. 21 and that things are going quite well. MW has recently ordered some new equipment for custodial use that was in need of replacement, vacuum among items.

ii. MW recounted recent issues with air handler #3. The integrated condensation pan has a leak so it is overflowing to the backup pan which has been overflowing on to ceiling near stacks. Martin has been removing buckets of water. He brought in Bow P & H and paid a \$1,700 deposit for them to order a new pan and fix the issue. MG asked if there is a service contract to have such items routinely inspected. MW suggested that given repeat visits and ongoing issues with aging units that he might investigate another service company to be proactive with maintenance and replacement. Trustees will need to assess whether to move accelerate the replacement of the unit as opposed to what the current CIP has scheduled.

ii. Sara remains on leave but is to return on 9/20. Amy (on vacation) celebrated 20 years is currently on vacation, so Martin has assisted with coverage as needed. Julianna will celebrate five years on staff. Three new circulation assistants will begin on 8/26 serving on the circulation desk. Two are high school students who can work 3 hours on a weeknight plus some Saturday hours and one graduate student with another job elsewhere who will help with Tuesday, Thursday and Saturday coverage. There are no budgetary impacts. Amelia will be off on Saturdays and will be splitting her WFH time over two weekdays.

iii. MW attended the 9/7 Foundation meeting. He gave an update on the landscape plan and participated in discussion about how to fund raise.

5. **Old Business**

a) Strategic Plan

i. MW commented that the aim is to meet with staff on the report from the strategic plan exercise. At the suggestion of EA, given the significance of the plan and also that the landscape plans also needs all eyes and opinions we should table both items. A motion was made by DD to table them until the next meeting so that all trustees could participate in the discussions. MG seconded. Hearing no discussion, the motion was approved.

b) Landscape Plan

ii. See above as this item was tabled by vote.

6. **New Business**

a) 2024-2025 Budget

i. MW reminded trustees that we are entering budget creation time with the town budget committee presentation on Nov. 18. One of the areas to focus on is wages. Not likely to continue counting on hiring any staff for \$10 per hour. Need to also consider the CIP and how we might reprioritize such items as the main air handler, carpeting, elevator, etc. Given recent issues with air handlers, consensus of trustees present was that we need to move that item forward, possibly ahead of carpet replacement. Regardless, at current annual CIP funding levels we will not have sufficient reserves to fund the replacement when the time comes. CIP calculations are based on estimates, so some things might go up as projected yet others could be much higher. More work needs to be done to reshape the CIP replacement schedule. It is likely that it will be necessary to ask for more funding. The role of trustees is to make the town aware of anticipated needs for funding by tax dollars.

Motion was made at 6:31 p.m. by MG and seconded by DD to adjourn the meeting. The motion was approved.

Submitted by,  
Matt Gatzke