

**I. Baker Free Library Trustees' Meeting
Tuesday, April 9, 2024 at Baker Free Library**

DRAFT MINUTES

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

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

2. **Approval of March 15, 2024 draft minutes**

EA moved to approve the 3-15-24 Trustee meeting minutes. DD seconded. Hearing no discussion, the motion was approved.

3. **Treasurer's Report:**

a) March 2024 General Account

EA commented the items related to payroll are on-target at 66% and books, audio at 72%. Lines related to Building Maint. and Grounds and Consulting Legal Services continue to be high, but with overall expenditures at 68.44%, we are operating within budget. DD moved to approve the March 2024 General Account. MG seconded. Hearing no further discussion, the motion was approved.

b) March 2024 RSA & Special Expenditures Account

MW reported that a deposit of \$300 was from a NH Humanities grant. Passports, out-of-town fees and copiers usage continue to add revenue to the account. Total of \$33,452.63. MG asked how often funds are transferred to the General Account. MW indicated it is done three times a year if not quarterly. MG moved to approve the March 2024 Special Account. BA seconded. Hearing no further discussion, the motion was approved.

4. **Director Report**

a) March Statistics

- i. MW's report reflects that things are static or level with last month. Overall pleased with post-covid trends. Transparent Languages should expire in April. With Kanopy, it is difficult to discern number of clicks from number of actual videos watched. The stats shown for Adult during Jan-Mar do not reflect virtual participants due to participants from other libraries. Room usage are moving up with study rooms on the uptick. With social media, it is hard to say which marketing avenue is working better than another. MG asked if any further issues with custodial issues created by usage by outside groups using downstairs space.

b) Updates

- i. Christine is doing well and working with Julianna. Has been involved with arts & crafts programs.
- ii. Generator remains offline as R & T has not come by to bring the unit online. Internal wiring has been completed within the library space. Issues with knowing when they might arrive to work. Communication is not great with them. May consider other contractors once the generator is operational.
- iii. A large format landscaping plan will be created to display for the public to see what is

planned. Work to begin in May. MG asked if there is a plan to ramp up public notification of the plan and when things will begin. The Garden Club to be made aware of the schedule, though it is not clear they are going to be involved with the new gardens, other than the window boxes. MW will speak to Suzanne about a lighting plan or proposal.

- iv. MW commented on the Strategic Plan and next steps. The booklets highlight the goals of the plan were printed and are available to public. MW will be meet regularly with staff to work on achieving the goals outlined in the plan.
- v. All of the eclipse glasses were given out. It brought in many people to the library to pick them up.

5. **Old Business**

6. **New Business**

- a) NH State Library Annual Statistics Report
 - i. MW presented his draft of the report. General discussion of various stats. The report will be available online soon. He referenced a change in how reference request are tallied and what constitutes a reference request.
- b) Board Composition
 - i. Vote: Since no change in trustee board members, all agreed to service in current roles.
 - ii. Ethics Policy: Trustees reviewed policy and provided signed and dated copies of the policy.

7. **Public Comment**

- i. No members of public in attendance.

8. **Adjourn**

- i. Meeting adjourned at 5:50 p.m. after a motion was made by SVC to adjourn. Seconded by DD. Motion carried.

Respectfully submitted,

Matt Gatzke

