

**Baker Free Library Trustees' Meeting
Tuesday, August 6, 2024 at Baker Free Library**

DRAFT MINUTES

PRESENT: Bob Arnold (BA), Eric Anderson (EA), Sheila Williams (SW), Shari Vincent-Crisp (SVC), Matt Gatzke (MG), Director Martin Walters (MW) and Juliana Gallo (JG)

1. Meeting called to order at 5:15 pm by BA

2. Approval of July 9, 2024 draft minutes

EA moved to approve the 7-9-24 Trustee meeting minutes with the correction of the date at the top of the minutes. SVC seconded. Hearing no further discussion, the motion was approved.

3. Treasurer's Report:

a) July 2024 General Account

EA reported given this is first report of new fiscal year, expenditures are at 8.61% of budget. He noted several areas of concern amounts expended seemed high for so early in the year. Areas included elec. Media, Building Maint., Postage Special Progs., and Consulting Legal Svcs. Budget was intended to hire a the shared custodian, but we have had to use the external service which costs more. We pay \$700 a week for current service. Creation of a "contractors services" line would better depict specific expenditures. Elec. Media covers the fee for the year of OverDrive and is paid at start of the new fiscal year and based on Hoopla and Canopy fees. Postage is recouped by passport income. Total generator cost is \$89K but once grant letter is written by Lee Kimball we will get \$44,500 back. MG moved to approve the July General Account. SVC seconded. Hearing no further discussion, the motion was approved.

b) July 2024 RSA & Special Expenditures Account

The account has a total of \$38,408.99. Deposit of \$10,800 included \$10K from the Foundation for landscaping plan and \$500 for Mr. Aaron concert and \$300 from the Bow Garden Club. Passports and Out of Town Fees continue to be strong. MG moved to approve the July 2024 Special Account. SVC seconded. Hearing no further discussion, the motion was approved.

4. Director's Report (no stats reported due to early meeting date)

a) Updates

- i. MW reported the generator was commissioned on 7/22 with a power-down and restoration. Lee Kimball to submit the final grant report.
- ii. MW completed staff evaluations.
- iii. Ashley will be doing cataloging in newly-created space for such purpose. She works 28 hours, 8-10 am during the week and 10 am -1:30 pm on Saturdays.
- iv. Regarding custodiam, Chris Andrews from town met with another candidate but MW suggested that we pause the shared person. Should look for a P/T library-only position. Spending \$700 a week for the current service company.
- v. Irrigation system is now functional and will be set to water new plantings three times a day. Grass to be seeded next week so timely to have irrigation system working,
- vi. MW reported that HVAC maintenance proposals are beginning to come in. Need to request one from Bow P & H, also Granite State Plumbing. Palmer and Sicard has already submitted.

5. **Old Business**

a) Stair Repairs

- i. MW and BA discussed recent repair of entry concrete steps which were decaying. Rock Blackburn advised on a solution and repair was made. Cost was about \$900. Once cured the entire stairway area will be resealed and recoated.
- ii. BA reported that damaged/missing front roof trim was repaired/replaced.

6. **New Business**

a) Bench donation request

- i. BA will pursue grant request with Bow Rotary and Bow Men's Club to request funds for a bench which would be placed to the right of main entrance and would include donation plate. Would be positioned next to historic marker a copy of which BA shared after edits were made to the text. Other bench is in storage and will be returned to the location where it has always been located. It is removed for winter storage typically, but moved due to current landscaping work.

b) Flag raising

- i. BA discussed idea of having an official flag raising once landscaping project is completed. Ask the Boy Scouts or Girls Scouts to perform flag raising ceremony.

c) Garden Club assistance

- i. BA mentioned that there will be some assistance from the club to plant items removed from the prior landscaping but which can be integrated into new landscape plan.

d) BFL Foundation donation

- i. BA offered general discussion about why it is that Foundation committed to \$25K but only provided \$10K. Foundation representative commented that they had asked for a list of projects they might fund but had not heard from trustees. They voted with a quorum to provide the funding but reduced the amount.

e) Trustee representative at BFL Foundation meetings

- i. Efforts need to be made to have trustee representation at the Foundation meetings. Comments concerned irregular meeting frequency and not receiving meeting notice.

f) Director search committee

- i. Committee consists of MG, Jessica Geiben Lyn, Jennifer Warburton, Sheila Williams and Juliana Gallo. Need to hold initial meeting in person to set stage for work of the committee. Was reminded that once we begin selection process to keep in mind how much time the person may need to give notice before they can report.

g) Interim Director/Assistant Director

- i. JG was excused from the meeting. General discussion was held about the idea of creating an assistant director position. JG indicated that she would not be pursuing director position at this time. The idea was to create a fall-back solution in the future for when director is not available to handle library business. While the merits of making JG an assistant director were discussed, the general feeling was that for now she should be compensated for the extra duties she will be assuming as the interim director. Whatever is decided would have no impact on other staff. Show appreciation for the work she is to assume. Considered whether to give her a lump sum incentive similar to a bonus or to increase her salary. After various calculations were made, a motion was made by SVC to provide her with a \$5,000 stipend for the two month long anticipated period during which the search for a director will go on. If at the end of the two months it will be reviewed. Motion was seconded by BA. Hearing no further discussion, the motion was approved.

7. **Public Comment**
 - i. Donna Plante from the Leach Public Library attended to learn more about operation of the BFL. No members of public in attendance.

8. **Adjourn**
 - i. Meeting adjourned at 6:47 p.m. after a motion was made by SVC and seconded by BA. Motion carried.

Respectfully submitted,

Matt Gatzke