

**Baker Free Library Trustees' Meeting
Tuesday, July 9, 2024 at Baker Free Library**

APPROVED MINUTES

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

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

2. Approval of June 11, 2024 draft minutes

EA moved to approve the 6-11-24 Trustee meeting minutes with the correction of two typos and suggested recast of sentence order. DD seconded. Hearing no further discussion, the motion was approved.

3. Treasurer's Report:

a) June 2024 General Account

EA reported expenditures are at 90% of budget. As of 7/9/24 that reflects a surplus of \$64,042 in payroll and \$59,526.44 total. MG moved to approve the June General Account. SVC seconded. Hearing no discussion, the motion was approved.

b) June 2024 RSA & Special Expenditures Account

The account again is doing well with passports and out-of-town bringing in the most revenue for a total of \$26,337.08. Disbursements totally \$6372.71 were deposited to the General Account. DD moved to approve the June 2024 Special Account. MG seconded. Hearing no further discussion, the motion was approved.

4. Director's Report

a) June Statistics

- i. MW reviewed statistics. Nothing of note but things appear to be quite normal for this time of year. Overall, things going well with slight increases in some activities and a few lower figures often attributed to nicer weather and people doing other things. Room rentals are good too.

b) Updates

- i. MW reported that Patricia MacNeil will be taking over from Jessica Dunbar as volunteer gardener.
- ii. AC issues continue with overflow pans flooding library ceiling. No apparent drain to the outside. Martin will reach out to get pricing for a maintenance program. To replace the pans would be a major undertaking.
- iii. R & T to come on 7/22 to start up the generator. Will be about a three-hour operation. MW has asked O'Keefe and Flanagan for a price to maintain generator in the future.

5. Old Business

a) Custodian Position

- i. MW reported that efforts are still underway to try to recruit someone, but we will seek someone for just the library and disengage from the town search for a shared person. Will post it in-house and on library website.

b) Lions or Lampposts

- i. General discussion based on old photos that show that shorter lampposts were in place early on, before the concrete lions. The merits of both were discussed, but trustees visited the store room to see the lions donated by Tom and Susan Ives. It was agreed that we will go with the lions. It was suggested by MG that a policy should be considered for any future donations of non-monetary items.

6. **New Business**

a) BFL Historical Plaque

- i. Trustees reviewed suggested text for a small plaque to be displayed at the front entrance near a teak bench to be ordered. It offers a brief synopsis of the creation of the library and honors Henry Moore Baker.

b) Baker Heritage Room – Appraisal for Primex

- i. MW shared a proposal for an insurance appraisal that is now required by Primex for the collection maintained in the Baker Heritage Collection. Cost is \$3,500. MW to confirm when the last time that this was done, if ever.

c) Trustee Applicants/Nomination

- i. BA lead discussion about the nine individuals who volunteered for the open trustee seat. After back-and-forth discussion among trustees, it was decided that BA and SVC will meet with both Sheila Williams and Wanda White to determine their interest in moving forward.

d) Director Search

- i. MW shared a few details about his new position. His last day is Aug. 24. Discussion ensued about where to advertise the vacancy and how to edit the position posting and description. Salary range to be advertised is \$75-\$96K. Position will be posted internally, via website, Bow Times and several library-related job sites including state list serves. MW also indicated that Simmons College Library website which is a popular job-hunting site for the industry. While no decision was made, trustees indicated that Juliana should be considered as the interim director.

7. **Public Comment**

- i. No members of public in attendance.

8. **Adjourn**

- i. Meeting adjourned at 6:51 p.m. after a motion was made by SVC and seconded by EA. Motion carried.

Respectfully submitted,

Matt Gatzke