

**Baker Free Library Trustees' Meeting
Thursday, March 14, 2024 at Baker Free Library**

**APPROVED
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 with trustees thanking EA for renewing his commitment of service via the recent election..

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

EA moved to approve the 2-15-24 Trustee meeting minutes. DD seconded. Hearing no discussion, the motion was approved.

3. **Treasurer's Report:**

- a) February 2024 General Account

EA commented on three items that appear higher than expected at this point in the fiscal year including Full Time Wages, Building Maint. and Grounds and Consulting Legal Services. MW offered wages increased when part-time staff were moved to full-time. Building Maint. line continues to get hit with unanticipated repairs to building systems and due to departure of custodian, we are paying for a contractor to take care of routine maintenance. The work done by the landscape architect accounts for the increase in the last category. Bottom line we are not exceeding the budget and are doing reasonably well. DD moved to approve the February 2024 General Account. MG seconded. Hearing no discussion, the motion was approved.

- b) February 2024 RSA & Special Expenditures Account

Passport income continues to be high. The account is looking good. Total of \$31,530.99. DD moved to approve the February 2024 Special Account. SVC seconded. Hearing no further discussion, the motion was approved.

4. **Director Report**

- a) February Statistics

- i. MW now providing 5-year stats. He will be deleting Transparent Languages in April. Other translation apps diminished its usefulness. They will be considering other subscriptions. General discussion of Ovedrive and loan periods and number of copies available as the cost is now over \$3,000. Users gave money via Hoopla and Overdrive. Nothing remarkable about site stats.

- b) Updates

- i. MW will be working on annual state report which is due by mid-April.
- ii. MW contracted with Home & Hand for custodial services. Seem to be working out.
- iii. Solar eclipse glasses arrived and will be given out to those who possess a library card as supply lasts. Several pairs reserved for the trustees.
- iv. Candidate Night was a success with more than 70ppl attending. There were 570 views on YouTube. Will consider live stream for next year.
- v. Christine Landry-Boullian (sp?) hired to assist Julianna 16-18 hours a week. She has arts

experience.

5. **Old Business**

a) Strategic Plan

- i. MW shared copies of the "goals brochure of the strategic plan.

b) Landscape Project

- i. MW met with Tom Ives and Judy Goodrow of the Foundation and talked about their roll in fundraising. They may reconfigure the donor wall. John Pruitt was chosen to do the work and he is likely to start in May. MG asked about public relations efforts to inform community what will be happening.

6. **New Business**

a) Policy Review

- i. MW presented revised draft of BFL Unattended Children Policy. After general discussion, motion was made by EA to approve the revised policy. MG seconded. Motion carried.

7. **Public Comment**

- i. No members of public in attendance. General comments about town meeting and library budget was approved without issue. No increase in the CIP though.

8. **Adjourn**

- i. Meeting adjourned at 6:21 p.m. after a motion was made by DD to adjourn. Seconded by SVC. Motion carried.

Respectfully submitted,

Matt Gatzke

- ii. In the interest of the ongoing CIP discussion, MW had an HVAC firm come and evaluate the current system. They provided two quotes: \$200,876 - \$225,000 with the lower bid likely to repurpose certain system components. The elevator has been moved out beyond ten years in the future. Carpet replacement is most likely going to happen before HVAC and there are funds in the account for that replacement.
- iii. MW reported that one of the two parking lot lights is out. The cost to replace it is \$1459 which includes rental of a lift. SVC made suggestion to have them check both lamps and evaluate for replacement of the second unit if units are similar in age since the lift equipment will already in place.
- iv. A total of 35 people attended the holiday concert. 68 attended the Squam Lakes Science Center owl presentation. The Polar Express event drew 120 attendees.
- v. Calendar sales are ongoing and are on display at the entrance.
- vi. MW reported that Amy and Lauren will be assisting him with interviewing Sara's replacement and that one person is a strong candidate but they will be posting the job via other channels. The goal is to have someone report in January.
- vii. Staff photo will be taken for town report on 12/28 (Trustee photo taken prior to start of today's meeting.)
- viii. Two staff have paid vacation days that are over the total usually accrued. One has 72 hours to use and another has 46 hours. MW will encourage staff to take vacation time to bring carryover totals below 80 hours.
- xii. Sara's last day is Thursday, 12/21/23 and she will be feted with a lunch at 1:00 p.m.

9. **Old Business**

a) Strategic Plan

- i. MW presented a draft of the strategic plan which will next be produced in greater fashion for marketing of the plan.

10. **New Business**

- a) Trustee Photo: Photo was taken prior to start of the trustee's meeting.
- b) Town Annual Report – trustee segment needs to be composed by early January.
- c) 2024 Holidays and Early Closures: Trustees reviewed holidays as presented and via consensus agreed that the library will be closed on the day after Christmas in 2024.
- d) BA commented that no library staff attended the annual tree lighting ceremony. Would have been a great outreach opportunity.
- e) Meeting dates were set for first quarter of 2024 (Jan. 11, Feb. 8 and Mar. 14).

Motion was made at 6:22p.m. by SVC and seconded by BA to adjourn the meeting. The motion was approved.

Submitted by,
Matt Gatzke