

**Baker Free Library Trustees' Meeting
Tuesday, May 14, 2024 at Baker Free Library**

DRAFT 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 April 9, 2024 draft minutes

EA moved to approve the 4-8-24 Trustee meeting minutes. DD seconded. Hearing no discussion, the motion was approved.

3. Treasurer's Report:

a) April 2024 General Account

EA reported expenditures are at 75% of budget. Several line items continue to exceed the budget including Building Maint., Sewer, Telephone and Grounds and Consulting Legal Services. With these higher categories, we still remain within total budgeted dollars. MW will be moving monies over from the RSA & Special Expenditures Account. MG moved to approve the April General Account. SVC seconded. Hearing no discussion, the motion was approved.

b) April 2024 RSA & Special Expenditures Account

The account continues to do well with passports and out-of-town bringing in the most revenue for a total of \$29, 277.78. SVC moved to approve the April 2024 Special Account. DD seconded. Hearing no further discussion, the motion was approved.

4. Director's Report

a) April Statistics

- i. MW reviewed statistics. 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 R&T arrived and ran through a checklist from Generac and labeled various things. Generac will come to start up the generator and run a test, including shutting off library power to test how unit responds. The next \$20K payment is to be made soon.
- ii. MW reported that Leisel Miller is now passport trained. She is able to fill in when Lauren is not available. Lauren is now working part time at the Concord Library, so there was no one available on Saturday's to process passports.
- iii. MW will be posting the technical services position. This is an 18 hr. position and will include some cataloging as well.
- iv. Work was done to locate the time capsule that was buried in the front area of the BFL which will be impacted by the landscaping project. It was located at least 4' down which creates its own challenges.
- v. MW contracting with a junk removal company to dispose of items no longer of use to the operation of the BFL. MW working with Christina and Julianna to open up more storage capacity, especially for items used for programs and events.

- vi. MW discussed the condition of the main entrance steps which are flaking with separation between the concrete and the layer of finished surface. Was suggested that he reach out to the architect who designed and specified the materials to be used for the steps. John Urdi was mentioned.
- vii. The photos from the "Kids Prom" were mentioned in the context of having a monitor on display in the main library area or near the circ desk to highlight our many great programs.

5. **Old Business**

a) Landscape Project

- i. MW reported that Pruitt expects to begin work on the landscape project the first week of June. His firm will be paid in thirds as work progresses. BFL will grant access to his crew to use the restroom located in the foyer area vs having to place a portable restroom on the grounds. MW passed around the latest landscaping plan showing plantings along with a list of plants. Jessica Dunbar (member of Bow Garden Club and interested citizen) voiced concern that the plants chosen are mostly native and non-invasive varieties. Garden Club is not looking to be involved with regular maintenance of the plantings. MW commented that he wasn't sure if the town or any town commissions have rules or stipulations about what is to be planted.

6. **New Business**

a) Baker Free Library Foundation

- i. Foundation has indicated they will fund a percentage of the project (\$35K was a suggested figure). As the project unfolds, the foundation would like a report on progress and where any other possible funding might work out. Discussion turned to the two monuments that need to be moved to the entrance side of the BFL. EA to check with Brian Westover to make him aware of the plans to move them. MG commented that moving them will bring more attention to them and would be easier to access and read by patrons. Plaques need to be cleaned.

b) Policy Review

- i. MW shared a copy of the town's current policy regarding the use of town-owned cell phones vs use of an employee's personal cell phone and reimbursement for such use. BFL currently does not have any town-owned phones to give to staff. Full-time staff, especially those managing social media and promotions frequently use their own phones but are currently not reimbursed for such use. Trustees asked questions related to who owns images related to work on a personal cell phone and what is the liability of the BFL if a staff person who is reimbursed for cell phone use gets into an accident while on library business and who might otherwise have used their phone while operating a vehicle. MW to seek opinion of town general counsel before bringing draft policy back to trustees for approval.

c) Director Evaluation

- i. MW 2023 remains outstanding. MG and BA to finalize then share with trustees for comment and sign-off. For future, need to work toward initiating the process in June of each year.

d) Room Rental Request – Rotary

- i. Bow Rotary hosting awards night and has submitted required paperwork to serve alcohol, including certificate of insurance. As MG, DD and EA are rotarians, they abstained from the approval which was otherwise approved by SVC and BA.

7. **Public Comment**
 - i. No members of public in attendance.

8. **Adjourn**
 - i. Meeting adjourned at 6:08 p.m. after a motion was made by MG to adjourn. Seconded by SVC. Motion carried.

Respectfully submitted,

Matt Gatzke