

Baker Free Library Trustees' Meeting
Thursday, January 11, 2024 at 5:20 PM, Baker Free Library

MINUTES

Present: Director Martin Walters (Martin), Eric Anderson (Eric), Donna Deos (Donna), Bob Arnold (Bob) and Sheri Vincent-Crisp (Sheri).

1. MEETING CALLED TO ORDER at 5:20 PM

2. REVIEW AND APPROVAL OF DRAFT DECEMBER 18, 2023 MINUTES : Moved by Bob with correction to November Statistics (a. in Director Report – “The cost of \$750 (not \$400) a year so it may be reconsidered.” Seconded by Sheri with Donna abstaining due to absence from December Meeting.

3. TREASURER’S REPORT: Eric presented the budget.

a. December 2023 General Account: Review of the Monthly Budget Report – Eric explained year to date and General Account total budget bottom line is at 50 %, which is a good. Noted, as in the past month, expenditures telephone and postage were higher. The overall percentage is at 46.18%. Donna moved to approve, and Bob seconded. Motion was approved .

b. RSA and Special Expenditures Report

The Special Expenditures Report is in good order. There is a total of \$31,111.60 in the two accounts. Passport earnings continue to be high. There were no receipts for Special Programs in December, and donations totaled \$845.43.

Sheri moved to accept the April 2023 RSA Special Expenditures Report; seconded by Donna and unanimously approved.

4. DIRECTOR’S REPORT

a. December Statistics Summary

- December 2023 Statistics Report shows a relatively steady circulation with Adult Circulations down 1%, and Juvenile unchanged. Reserves were down 13%.
- E-Resources showed the largest increase (59%) regarding Kanopy, followed by Overdrive (11%) with an increase (8%) for Hoopla. Languages saw a 30% decrease (Languages will be closed).
- Program Participants saw the largest increase in adults at 10% and an increase in children’s program participants of 2%.
- Site Use Statistics decreased in December in terms of room rentals (down 6%), but Library visits were up 10%.
- December saw an increase in followers of 8%. Social media reach and engagement both saw decreases of 46% and 57% respectively.

b. Updates

- Donations: Received \$870 from Eric's calendar sales. With a production cost of \$833, broke even. The Giving Tree was lower in 2023; there was suggestion that this may be due to too many competing opportunities.
- The generator remains not quite completed.
- Suzanne Smith Meyer- February 2, 2023 deadline for landscaping proposals is approaching; expecting three proposals by the following week.
- Ashley Audet is new to the AM Circulation Desk (10 AM -1:30 PM Monday through Friday).
- Youth Services – Two more applicants responded to the part-time job offer, and hoping for five. This is for an 18-hour/week part-time assistant for Julianna.
- Martin is to co-chair the Hillstown Cooperative presentation in Bow.

5. OLD BUSINESS

a. Strategic Plan: Still working on the full plan.

Last page: Letter from the Board; will discuss distribution and availability (January PDF Version).

b. Trustee Election and Recruitment – Candidates night will be held at the Library on February 21, 2023 at 6:30 PM.

6. NEW BUSINESS

a. Annual Report Review – The 2023 Trustees Report and Library Director's 2023 Annual Report was provided for review by the Trustees. Eric indicated another photo can be included in the Town Report.

b. Policy Review – Martin circulated the 2024 Policy Review list and there was discussion regarding status, responsibility and, specifically, scheduling one item to review per month in order to get through the items that are overdue. Martin feels Collection Development review may be the biggest for 2024, as it has not been addressed in several years. The Personnel Policy should also be on the list.

7. PUBLIC COMMENT (none)

8. MEETING ADJOURNED at 6:05 PM - moved by Bob, seconded by Eric.

Respectfully submitted,

Sheri Vincent-Crisp