

**Baker Free Library Trustees' Meeting  
Wednesday, March 16, 2022 at Baker Free Library**

**FINAL MINUTES**

**PRESENT:** Jennifer Warburton (JW), Eric Anderson (EA), Donna Deos (DD), Bob Arnold (BA), Matt Gatzke (MG), and Director Martin Walters

1. **Meeting called to order at 5:12 pm** by BA.

2. **Review/Approve Previous Minutes**

Reviewing 2-16-22 draft minutes.

EA moved to approve the 2-16-22 Trustee Meeting minutes. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) February 2022 General Account Report

We are 67% through the fiscal year and no areas of expenditures are beyond that 67% mark.

MG moved to approve the February 2022 General Account Report; BA seconded and report approved by unanimous vote.

b) February 2022 RSA & Special Expenditures Report

Over \$1100 in passport income in February.

DD moved to approve the February 2022 RSA and Special Expenditures report; MG seconded and report approved by unanimous vote.

4. **Director Report**

a) February Statistics Summary

- i. Online book reserves are still strong, a tool that patrons learned during Covid closures and which they continue to use.
- ii. Room reservations added back to the stats since we have reopened room reservations. In February, we had 9 reservations. The new reservations calendaring tool is working well.
- iii. In-person library visits also continue to tick upward.

b) Updates

- i. Tree removal was successful and the stumps have been ground down now also.
- ii. Candidate night went well with over 50 people attending.
- iii. Chris Andrews was consulted for recommendation to deal with a large hole in fascia that was likely due to animals. Martin followed Chris' recommendation and used Tactical Pest who cleared the area inside hole and installed the mesh to cover the hole to keep animals out.
- iv. Martin met with Chris Carey on Foundation about improvement projects at the library.

- v. Martin met with R&T/Vachon Electric regarding some lights work that we need done, specifically the Rotary memorial lighting and some emergency lighting in the entryway.
- vi. Town meeting went smoothly with library-related matters.
- vii. Martin has been asked to attend an upcoming Board of Selectmen meeting
- viii. New furniture for the children's area has been ordered.
- ix. Website was down over a weekend this month. Problem was a third party company server was down.

5. **Old Business**

a) 1914 Revival

- i. Understanding scope of the project with lighting, lamps, softscaping, moving war monuments, library sign, etc..
- ii. Need to consider accessibility issues of design.
- iii. Trustees discussed removal of the cast concrete lions since the lions were not part of the original building.
- iv. Martin will be meeting with the BFL Foundation regarding this project now that we have renderings.

b) Room Reservation Agreement

- i. Added checkbox for Town of Bow reservation

c) Mobile Device Policy

- i. expanded to include all electronic devices
- ii. MG moved to adopt the new Mobile Device Policy, EA seconded. Passed by unanimous vote

6. **New Business**

a) NHLTA Membership - membership still current for trustees. Dues will be due in May and will be paid for by the library.

b) Bow Rotary Alcohol Request - received request for alcohol to be served at private event for Bow Rotary on April 30. Will adhere to standard alcohol use policies.

- i. JW moved to allow Bow Rotary to serve alcohol at the 4/30 event pursuant to the BFL alcohol use policy, including providing the necessary evidence of event insurance coverage. BA seconded. JW, EA, and BA voted in favor. MG and DD abstained. Motion passed.

c) Meetings will move back to Tuesday.

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by DD and unanimous pass. Meeting adjourned at 6:06 pm.

Submitted by,  
Jennifer Warburton