

**Baker Free Library Trustees' Meeting
Tuesday, April 12, 2022 at Baker Free Library**

DRAFT MINUTES

PRESENT: Jennifer Warburton (JW) (by telephone), Eric Anderson (EA), Donna Deos (DD), Matt Gatzke (MG), and Director Martin Walters

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

2. **Review/Approve Previous Minutes**

Reviewing 3-16-22 draft minutes.

One typographical correction to be made in the Director's Report.

MG moved to approve the 3-16-22 Trustee Meeting minutes with the above correction. DD seconded and minutes approved by unanimous vote.

3. **Treasurer's Report:**

a) March 2022 General Account Report

We are 75% through the fiscal year and current expenditures are at approximately the 67% mark. Utilities expenditures are still within budget as well.

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

b) March 2022 RSA & Special Expenditures Report

Passport income was still high in March, earning \$1015 in revenue.

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

4. **Director Report**

a) March Statistics Summary

- i. Circulation trends are moving back up and use of electronic resources are leveling out.
- ii. Program attendance is trending upward. Betsy's adult craft night had 16 people attend in person, with an additional 2 attending remotely.
- iii. Room reservations were much more active after reopening in February. There were many more reservations for room usage.

b) Updates

- i. Rotary lighting installation was completed.
- ii. Martin was invited to give a report to the Board of Selectmen on March 22, 2022 which he completed.
- iii. All staff performance evaluations have been completed.
- iv. We have two students on staff who will be graduating this year.

5. **Old Business**

a) 1914 Revival

- i. Martin showed the current plans to Brian Westover and additional town staff. They liked the plans and stated that they had zero concerns with zoning or permits needed and zero concerns with the setbacks as depicted and described.
- ii. Martin would like to move ahead with cleaning up the front yard until the project is started, including the chip left behind from the stump grinding. Will move the wood chip to mulch around the library.
- iii. The library has received positive feedback about removing the trees.

b) Book Sale

- i. Money earned from book sales would go to the Special Expenditures account.
- ii. Martin is thinking of a book sale aligned with a summer event to empty the current inventory from the book sale room.
- iii. Martin is considering a "by donation only" event. Possibly ordering library tote bags with the BFL logo to sell at the book sale.
- iv. Trustees discussed whether to price things and how labor intensive that could be and discussed partnering with a different 501(c)3 to run the book sale and divide the profits. In the end the trustees returned to Martin's idea of having it be "by donation only" but adding that we begin soliciting book donations to make it a nice book sale rather than just clearing out the book sale room.
- v. Martin is anticipating having it at the same time as the end of the summer reading event.

6. **New Business**

- a) We will begin Martin's performance evaluation to have it completed by June 30, 2022. The trustees asked JW and DD to again form the evaluation committee to gather the information and draft a first report for the rest of the trustees to then have an opportunity to add their input to before presenting it to Martin.

MG moved for the committee to reform and complete the director evaluation by June 30, 2022; EA seconded and passed by unanimous vote.

- b) NH State Library Statistics Report - Martin has completed adding BFL data to the state library report.

c) Non-Resident Patron Card

MG moved to adopt the pricing of \$90 for persons under age 65 and \$45 for persons age 65 and older. DD seconded and passed with unanimous vote.

- d) Water Quality testing- Chris Andrews with the town contacted Martin about a previous town contract with Whitewater for water quality testing. The town has moved their contract to work with Secondwind Water Systems and the town is now asking the library to pay its own portion of the bill for the library building water quality testing, rather than the single lump sum that the town previously paid for all town buildings. Chris notified Martin that the BFL portion of the bill for the next year would be

\$2002.18. The trustees asked Martin to check what service the library would be receiving for that cost and how this fee amount was calculated.

- e) Strategic Plan Assessment - Martin wants to start prepping for drafting the next Strategic Plan. Trustees agreed to look at the current Strategic Plan and assess what worked from the current plan. All trustees are to come prepared to the next trustee meeting with notes on what items from the Strategic Plan that each wants rolled forward to next Strategic Plan.
- f) Trustee rolls and duties will be determined at the May trustee meeting, along with the Ethics Policy

7. **Public Comment** - None

8. **Adjourn-**

MG Motion to Adjourn meeting, seconded by JW and unanimous pass. Meeting adjourned at 6:16 pm.

Submitted by,
Jennifer Warburton