

**Baker Free Library Trustees' Meeting  
Tuesday, May 10, 2022 at Baker Free Library**

**DRAFT MINUTES**

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

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

2. **Review/Approve Previous Minutes**

Reviewing 4-12-22 draft minutes.

EA moved to approve the 4-12-22 Trustee Meeting minutes as presented. MG seconded and minutes approved by a vote of 4-0 with BA abstaining.

3. **Treasurer's Report:**

a) April 2022 General Account Report

We are just over 83% through the fiscal year and all major budget categories are less than 83% expended. Grounds maintenance is the only category over 83% expended.

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

b) April 2022 RSA & Special Expenditures Report

Passport income was still high in April, even increasing over March earnings, earning \$1608 in revenue.

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

4. **Director Report**

a) April Statistics Summary

i. Martin is including pre-covid statistics to help track closing the gap from the 2020 and 2021 covid drops.

ii. Room reservations continue to jump in usage.

iii. Library in-person visits are also increasing. Trustees had a discussion regarding whether the art and photography displays that have helped increase in-person traffic.

b) Updates

i. Summer Book Sale - Staff is working on planning book sale for summer and will use the by-donation only model.

ii. BFL Friends - Rita Morrison closed the Friends bank account as part of closing the 501(c)(3). She brought the check to the library for the balance of the account and made that donation to the library.

iii. The elevator inspector company that the library has been using is no longer in business. The NH Department of Labor will complete the May 1-year inspection.

5. **Old Business**

a) 1914 Revival - The area planned for the exterior patio and wall has been staked out and the trustees will do a walk-through at the end of the meeting.

- b) Secondwind Water Systems - Received the information from the town regarding what is covered by the new contract. Current invoice is for April 2022 through June 30, 2023 and will cost \$2218 for the water testing.
- c) Strategic Plan
  - i. Trustees are to send their notes directly to Martin regarding what we want carried forward from the old plan to the new plan.
  - ii. Martin's goal is to hold meetings and focus groups with stakeholders.
  - iii. Martin is also planning to send a survey to the town for additional input.
- d) Board roles for 2022-2023
  - i. Election - positions to remain unchanged from current year
    - 1. DD motion for BA to remain president, EA seconded and passed by unanimous vote.
    - 2. BA motion for JW to remain secretary, EA seconded and passed by unanimous vote.
    - 3. BA motion for EA to remain treasurer, DD seconded and passed by unanimous vote.
  - ii. BA, JW, and EA to sign ethics policy

6. **New Business**

- a) Martin has adjusted job descriptions and job roles for the staff
  - i. Betsy is moving back to circulation supervision and technical services
  - ii. Sarah is facilities management and collection development
  - iii. Amelia is taking adult programming coordinator

- b) Staff wage adjustment to correct one employee hourly rate

BA moved to adopt the hourly pay rate as proposed. MG seconded. EA, DD, BA, and MG voted in favor, JW opposed. Motion passed 4-1.

- c) Request for Alcohol Use for Room Rentals
  - i. Putney Pond Neighborhood Association - already have TULIP policy
  - ii. Muriel Orcutt Retirement and Birthday party - in the process of getting the TULIP policy

MG moved to approve the requests contingent on completing the requirements in the alcohol use policy. EA seconded and passed by unanimous vote.

- d) Trustees present in person went out to walk through the staked out area for the 1914 revival exterior patio and wall.

7. **Public Comment** - None

8. **Adjourn-**

DD Motion to Adjourn meeting, seconded by DD and unanimous pass. Meeting adjourned at 6:46 pm.

Submitted by,  
Jennifer Warburton