**Baker Free Library Monthly Trustee Meeting**

Tuesday, September 8, 2026 at 5:15pm

**Approved Meeting Minutes**

**Present:** Sheri Vincent-Crisp (SVC), Sheila Williams (SW), Bob Arnold (BA), Eric Anderson (EA), Matt Gatzke (MG), **Director:** Kaitlin Camidge **Absent:** Alternates Byrnes and Rice)

1. Call Meeting to Order
   Meeting was called to order by SVC at 5:20 p.m.

2. Public Comment – none present

3. Approval of June 23rd draft minutes
   BA moved to approve the minutes with date correct on page 3, #10. EA seconded. Motion carried (5-0)

4. Treasurer's Report
   a. July and August 2026 General Account:
      BA moved to approve the July and August budget reports. MG seconded. General discussion about new format produced by QB via new bookkeeper. Motion carried (5-0).

   b. July and August 2026 RSA and Special Expenditures Account
      MG moved to approve. BA seconded. Motion carried (5-0).

5. Acceptance of Donations: nothing to be approved

6. Director's Report:
   MG asked if we have any kind of welcome cards that could be given to real estate/closing offices to introduce the library to new residents.
   -KC has been working to take advantage of discounts on the fees for our online QuickBooks account via reimbursements from Cloud Code.
   -MHEC contract may not have been applied to all of our vendor contracts which could result in lower or no costs for certain items. KC has already been looking at other vendors to get discounts.

-Trustees concurred that bookkeeper should only go back one year to add in transactions to the new online QB account.
-Selectboard asked BFL to handle sales of heritage coins (issued for previous milestone), but staff can only take cash or checks. Processing of credit cards would require extra steps since the money would not belong to the BFL but to the town instead.
-KC notary license will expire and trustees agreed to again cover her renewal cost due to popularity with patrons since she began offering the notary service.
-Discussed how recently adopted HB340 (electioneering) and HB1184 (no trespass orders) could library. KC to work on policies regarding these items
-KC reported a successful summer reading programs for both children and adults
-Quote due for replacing circulation desk top and book drop
-Bow facilities committee to meet at BFL in October. At meeting, KC will suggest to make BFL the place to meet each October
-KC reported that BFL expended the entire budget allotment for FY25-26, including encumbering staff wages (at suggestion of town financial director)
-Town appropriation now arriving quarterly instead of monthly
-Each June, the town will send us any unspent salary and wages that we have left over for purposes of encumbering for other needs
-Auditors are currently reviewing BFL accounts with KC providing information as requested.

7. Old Business
    a. Update on projects: Facilities updates
    -Fontaine expected to begin roofline work on 1914 addition in September
    -Lighting project is 95% done except for pendulum lights which needed special bulbs and team was shifted to finish up the schools prior to them opening.
    -Carpet quotes have been updated for CIP after an asbestos issue identified. KC had someone take samples for lab analysis which confirmed presence of asbestos. Abatement quote added to the carpet CIP.
    -Recalled breaker panel was replace for $1,200. Discovered during lighting installation. Emily and Chris repairing the wall around the new panel
    -KC also updating all other quotes included in the CIP budget.
    -Cistern is not leaking but it is not auto-filling when a recent suppression test was done. Wire from the system were at some point cut and capped. Fire department will fill the cistern in advance of next system test.

    b. Teen space/lower-level vision (Foundation)
    -Another quote to finish off the book sale room is expected (3 quotes total) for the Foundation to review;
    -Juliana and Carla to create a teen advisory board (feasibility and programming)

c. CIP discussion
-SVC and KC worked on CIP items together. Prepared quotes for things we want to do in next three years. CIP committee suggests we put more money into the funds. Move certain items further out into the future. Add an abatement line for the carpeting. Will also add window replacements and the parking lot to the CIP. Will not fund it but will work on getting us money for the HVAC instead. Hold a spot for it. Building and facilities will give us estimates to add for what windows and parking lot might cost. Line for fire suppression to be added. Town says we should not put the boilers and controls into the CIP for now. Meeting again on 9/14. She will update any quotes received.

8. New Business
   a. Close FY 25'26
   Addressed in Director's report above

   b. 27'/28' Initial Budget discussion
   -KC reviewed wages and budgets in the past, staff gets COLA and a performance-based increase for a total increase. Should we keep that or go to a step increase system. Work on policy for greater staff clarity.
   -KC recommends that we need someone for more time than the current custodian position allows for. Maybe a shared seasonal worker as building maintenance, including grounds maintenance due to the new landscaping is taking a greater amount of time. Look into a garden-tending type of service.
   -Building sprinkler heads are beyond their lifespan. Replacements would run about $5K.
   -Need to add $500 for annual generator maintenance. Town staff will do the work, but BFL to pay for related supplies.
   -Book budget has not been increased in a long time. Increase due to reduced buying power (such as $1,000). Draft budget should include all items suggested needed or not.

   c. Staff appreciation
   KC asked for trustee ok to move ahead with crew neck sweatshirts for library staff. $300-350 estimated cost. Trustees concurred she should move ahead.

   d. Meeting Room Policy update
   MG moved to approve the updates which clarified points related to residents, non-profit and for-profit users. SW seconded. Motion carried (4-0) (BA left at 7:00 p.m. to count ballots for the town's primary election.)

   e. Gift Acquisition and Deaccession Policy. MG moved to adopted the policies as recommended by library counsel. SW seconded. Motion carried. (4-0)

f. Collection development policy:
MG moved to adopt the policy as amended by library counsel. SW seconded. Motion carried (4-0).

g. Reconsideration Requests:
SVC moved to adopt the policy proposed 6/15/26. EA seconded.
Reviewed steps involved and clarified what parties at BFL are to be engaged at each step of the process. Motion carried (4-0)

9. Public Comment none present

10. SW moved to adjourn the meeting at 7:44 p.m. EA seconded. Motion carried. (4-0)

Respectfully Submitted,

Matt Gatzke