Baker Free Library Monthly Trustee Meeting

Tuesday, October 13, 2026

Draft Meeting Minutes

Present: Sheri Vincent-Crisp (SVC), Bob Arnold (BA), Matt Gatzke (MG), Shanka Rice (SR) **Director:** Kaitlin Camidge **Absent:** Sheila Williams, Alternate Byrnes)

Call Meeting to Order: SVC called the meeting to order at 5:20 p.m.

1. Public Comment: None present

2. 27-28 Budget Discussion was moved forward on the agenda to be able to meet deadline to report to town financial manager. KC presented an overview of proposed budget and explained increases. BA moved to accept the bottom-line number ($727,089) as presented. SVC seconded. Medical, dental, COLA and merit increase information from town financial director. $12,250 variance (increase from FY26-27) includes increases in phones, building and grounds maintenance, generator maintenance, contract services for landscaping upkeep and legal services. Motion carried (4-0)

3. MG moved to designate Alternate Trustee Shaka Rice to having voting authority in absence of Sheila Williams. SVC seconded. Motion carried (4-0).

4. Approval of September 8th draft minutes
   BA moved to approve the minutes, EA seconded. EA to be added to attendance roster as he was present. Motion carried (5-0)

5. Treasurer's Report
   a. September 2026 General Account: MG moved to approve, BA seconded. Motion carried (5-0)

   b. September 2026 RSA and Special Expenditures Account: SVC moved to approve. BA seconded. Credit card expenditures will now be paid back directly to town instead of them taking it from our appropriation. Motion carried (5-0)

6. Acceptance of Donations: none for current time period

7. Director's Report
   -Downloadables higher than last year at the same time post hoopla…$662 less cost (without hoopla) for more people to read more books.
   -Trustees agreed with KC request to close library on town employees appreciation day during lunch so that all staff scheduled for that day can attend.
   -KC and MG will attend NHLTA regional gathering at Daland Memorial Library in Mont Vernon.

-Progress report on creating a “Library of Things”. Items being cataloged, use policy and waivers to be created.
-Staff Professional Day included visit to Bow Heritage Commission Room and NH State Library for tour of available resources; team building exercise also included.
-MG indicated work will begin on KC annual evaluation. MG asked for a summary of her progress on her goals.
-Staff crewnecks came in. Will be given out at time of photo session for town report.
-Incident report: none reported
-Carpets cleaned
-Interacted with hundreds of visitors at the NH Book Festival
-One quote received to renovate circulation desk. Second quote expected.

8. Old Business
    a. Update on projects: Facilities (Fascia and Trim project)
    -Fontaine came out and walked the site, no impacts on parking lot area (4-6 weeks); end of October to start

    b. CIP update: CIP Member Glenn Dugas contacted KC about proposal to put $160K in this year’s CIP. Warrant article suggested for $346,922 for the HVAC and if it passes, it would leave us with $10K in the CIP budget. $80k goes in the following year toward warrant article for carpet and asbestos abatement Would have a remainder of $6,000 every year after that. Recommendation to be made by CIP committee to propose this to budget committee and selectboard.

    c. Policy Review: No Trespass Order Policy
    BA made a motion to approve the proposed no trespassing policy with KC designate as our authorized agent. SVC second. Motion carried (5-0).

9. New Business
    a. Library Calendar 2027
    MG moved to approve holiday and other closings per list from KC. SVC seconded. (Motion carried 5-0)

10. Public Comment: none present

Adjournment: MG moved to adjourn the meeting at 6:46 p.m. SVC seconded. Motion carried (5-0)

Respectfully Submitted,

Matt Gatzke
Secretary, Baker Free Library Board of Trustees