



**Trustees of  
The Mary E. Bartlett Memorial Library**  
22 Dalton Road Brentwood, New Hampshire 03833-6000 (603)

642-3355

Tracy Waldron, Chair James Clark, Treasurer Lynn Austin, Secretary Liz McConnell  
Tom Walker

*Approved*

**DRAFT Meeting Minutes**

**Monday, Jan 04, 2021**

Trustees attending: Tracy Waldron, Jim Clark, Lynn Austin, Liz McConnell, Tom Walker

From the Library: Janice Weir, Library Director, Heather Lindsay, Youth & Assistant Director

**NOTE:** The meeting was held remote via Zoom. The public was also invited to attend the meeting via Zoom.

Tracy called the meeting to order at 6:06 pm.

**APPROVAL OF MINUTES:**

On a motion from Jim, with a second by Lynn, the December minutes were unanimously accepted.

**DIRECTOR'S REPORT:**

Janice submitted her director's report to the trustees in advance of the meeting per usual for review. She also included the monthly earned time report for her and Heather. Overall, the director reports that in person visits to library are down and curbside request are up, which reflects the precautions the library has taken in response to rising cases of Covid in our community. Janice also reported that staff reviews have been delivered, and staff are working on their specific goals for the coming year. Upcoming projects for the buildings and grounds will include; pest control (mice) treatment beginning early January, assessment of possible repairs to the chimney and foundation wall, the future remaking of the library sign on the front lawn by the Boy Scouts when the weather permits, work on the main door accessibility project, free restocking of many PPE supplies supported by the National Guard, and expanding the number of staff trained in the InterLibrary Loan program. Also, of note, the library budget was delivered by Janice, Jim and Tracy via Zoom, to both the Select Board, and the BudCom. With very little discussion, it was unanimously accepted by the Select Board, and with only one dissenting vote, was accepted by the BudCom. At this point in time, the library expense budget will have over \$5,600.00 in unexpended funds which will be returned to the General Fund in town.

Heather also submitted the Youth & Assistant Director Monthly Overview where she gave updates on her attendance at a webinar titled, Can Employers Require Their Employees to get the Covid-19 Vaccines? The answer to which she discovered is, no. Heather also continues to run and manage much of the social media posts as well as library events offering crafts, educational programs, contests and community participation.

**TREASURER'S REPORT:**

The December check register was sent to all Trustees prior to meeting. Since meeting was held remote, all Trustees agreed to having reviewed the register and approved, via voice on Zoom, the acceptance/signature of the December check register.

**BOARD BUSINESS:**

**By-Laws Update**

Lynn and Doug Mansfield finished work on the new Telecommuting/Working from home policy. After review and discussion, a motion was made by Lynn, seconded by Tom and the policy was adopted.

**CLOSE MEETING:**

**Review of Upcoming Events**

Library Association Annual Spring Conference will be held May 12 – 13, 2021

**Next meeting:** Monday, February 1, 2021 at 6:00 PM. It is expected the meeting will be held remote via Zoom. Public will be invited to attend via Zoom

On a motion by Liz, with a second by Tom, the meeting adjourned at 7:04 pm.

Respectfully submitted, Liz McConnell