



**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   Greg Coppola  
Tom Walker, Alternate

**DRAFT Meeting Minutes**  
**Monday, June 15, 2020**

Trustees attending: Tracy Waldron, Jim Clark, Lynn Austin, Greg Coppola, Liz McConnell

From the Library: Janice Weir, Library Director

Others: Tom Walker, Alternate Trustee; Bob Mantegari, BOS Liaison

**NOTE:** The trustee meeting was held inside the library. Social distancing was practiced, and everyone wore masks. The public was invited to attend via the meeting link provided for Jitsi.org, a free open-source video conferencing platform for web & mobile.

Tracy called the meeting to order at 6:05 pm.

**APPROVAL OF MINUTES:**

On a motion from Jim, with a second by Lynn, the May minutes were unanimously accepted with the following corrections: proper spelling of Janice's last name, the exact figures for Heather and Janice's annual salary, and Laura Hajjer named to be the Friends' liaison to the board of trustees.

Lynn verbally shared her notes from a recent NH Nonprofits webinar she attended on board governance and culture for everyone (trustees, library leadership team) to be mindful of, in and out of the boardroom. She stated that while we know these things, it's always good to be reminded of the importance of practicing them. Key pillars of a healthy board culture are Trust, Clear Values, Constructive Discontent, Transparency, A Sense of Teamwork, and Collective Wisdom. She stated that she is taking a 3-part webinar course on Board Ethics throughout June and will share information at upcoming meetings.

**ACTION:** Lynn to send her notes and the graphics image to the trustees and Janice.

**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 as a separate document, as requested at last month's meeting. She highlighted a couple of data points regarding online program attendance, usage by patrons of digital platforms to access movies and books, etc. She noted that Summer Reading program begins June 17. She mentioned that members of the Brentwood Gardeners recently made some long-range suggestions for our grounds. She stated that our domain host will transfer to GoDaddy in about 2 months. At that time, we will be able to have new MEB email addresses for staff and trustees.

**TREASURER'S REPORT:**

The trustees each signed the May check register which was available for review on a central table.

**BOARD BUSINESS:**

Discussion focused on the proposed phased library services plan, and two proposed COVID-19 related policies as follows:

## **2020 COVID-19 Phased Library Services Plan for Mary E. Bartlett Memorial Library**

Lengthy discussion followed regarding the proposed processes, timing, staffing levels, and expectations of in-library hours/days, outlined in each of the phases described in the draft. It was noted that this draft was a collaboration between Doug Mansfield, former longtime MEB trustee, and Janice. The board is deeply grateful to Doug for his continued guidance, wisdom, and support.

Each of the four phases outlined in the draft were reviewed and discussed. It was ultimately agreed that the expectation is for Janice to immediately resume working M-F in the library, with Heather also resuming her “normal” schedule inside the library. Staff should be scheduled to work inside the library as needed based on workload. It was also agreed that curbside pick-up for library materials (DVDs, magazines, audiobooks, books, etc.) should be available M-F, not just on the proposed three days. Tracy explained that forcing curbside into only three days puts a higher demand on staff, and inconveniences patrons. It was also agreed that Janice will continue to evaluate whether patron appointments for returning borrowed materials and/or curbside pickup will still be required after the initial week of influx/demand. Tracy further encouraged Janice to continue to evaluate whether the process outlined in phase 2 Part A is still warranted after the initial week of returns vs having patrons use the book drop, both in terms of the process and the number of staff.

It was noted that the Governor’s Economic Reopening Task Force issued guidelines for libraries last week, and that many of the recommendations speak to still limiting in-person services at this time. MEB’s phased plan currently aligns with this recommendation. It was noted that this is a living document, meaning that we will continue to revise and update the plan throughout the weeks and months ahead as needed.

On a motion by Tracy, with a second by Greg, the board unanimously adopted the phased plan with the understanding that the changes discussed for Phase 2 - Part A & B, as well as the typo in the Phase 3 title, will be updated by Janice as the adopted version.

**ACTION:** Janice to update the draft, mark it adopted, and send it to the board

## **Mary E. Bartlett Memorial Library – Temporary Policy on Leave Due to Coronavirus (COVID-19)**

Discussion followed regarding this policy that was drafted and recommended by Doug Mansfield.

On a motion by Tracy, with a second by Jim, the board unanimously adopted policy.

The board is extremely grateful to Doug for his continued support, guidance, and wisdom.

## **Mary E. Bartlett Memorial Library –COVID-19 Screening and Safeguard Measures Policy**

The board reviewed and discussed this policy. Lynn stated that there needs to be a sentence included that states the library director will notify the board chair if she is feeling ill, etc. It was agreed that wording in #3 needs to clarify that masks must be worn in common areas when social distancing is not possible.

On a motion by Tracy, with a second by Greg, the board unanimously adopted the policy with the understanding that the changes discussed will be updated by Janice as the adopted version.

Janice asked that the board write a letter of support for the library’s phased reopening plans.

**ACTION:** Tracy to draft the letter on behalf of the board and submit it to the Brentwood Newsletter.

Discussion regarding the library’s proposed pandemic policy is tabled until our next meeting.

It was suggested that we not wait a full month to meet again given our phased re-opening plans; it would be good to do a pulse check in earlier in July to see how everything is moving along, and to update the processes in the plan as/if needed.

**Next meeting:** Monday, July 6, 2020 at 6:00 PM. Meeting location is inside the library for the trustees. Since the library is still closed to public access, the public may join via the Jitsi link that will be provided in the meeting notice.

On a motion by Lynn, with a second by Greg, the meeting adjourned at 8:00 pm.

Respectfully submitted, Lynn Z. Austin

Secretary