



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 Brian Duffy, Alternate Tom Walker, Alternate

Meeting Minutes Monday, May 18, 2020

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

From the Library: Janice Weir, Library Director; Heather Lindsay, Asst. Library Director/Youth Librarian

Others: Alternate Trustee Tom Walker

NOTE: Due to Covid-19 and social distancing precautions, the trustee meeting was held virtually via Jitsi.org, a free open-source video conferencing platform for web & mobile. The public was duly notified in advance and provided with the Jitsi meeting link.

Tracy called the meeting to order at 6:03 pm, stating that Liz McConnell is unable to join due to another meeting. Lynn stated that Bob Mantegari, BOS liaison, is unable to join as well.

APPROVAL OF MINUTES:

Tracy asked if there were any changes or corrections to the April 20th meeting minutes draft. Janice said that not everyone on staff contributes to the library e-newsletter, but that several staff do. Lynn said she'd make that change. Tracy asked if anyone else had any changes. No other changes were stated.

On a motion from Lynn, with a second by Tom, the minutes of the 4/20/2020 trustee meeting were unanimously accepted.

DIRECTOR'S REPORT:

Janice submitted her director's report to the trustees in advance of the meeting per usual for review. Lynn asked if Janice and Heather were pleased with the engagement numbers for the online programs and usage numbers for the online services (i.e. Hoopla). Janice and Heather confirmed they're pleased with the current numbers, but that they strive to increase participation, and adapt as needed to meet patrons' interests and needs.

Lynn asked if the Brentwood Gardeners are still engaged with maintaining the library gardens, stating their efforts from a few years ago in creating the "Bonsai" area.

ACTION: Janice to reach out to the Brentwood Gardeners to see how they can help.

Discussion centered around COVID -19 and procedures to consider when re-open library services to the public. Janice said that the statewide committee she volunteered for is sending out a report this week that offers suggested guidelines for NH libraries to consider.

ACTION: Janice to send the committee report to the trustees this week

It was noted that the Primex report recommends each library retain a lawyer as a proactive step in reviewing re-opening plans.

ACTION: Jim will reach out to Doug Mansfield, former long-time library trustee, to ask him about serving as an alternate trustee, as well as to discuss retaining him as the library's lawyer.

Janice asked if she could begin scheduling some staff to work inside the library if they maintain social distancing, wear masks and gloves as needed, wipe down surfaces, etc. The board agreed.

Tracy stated that she sent a draft of a Pandemic Policy to the board just before tonight's meeting started. She and Janice will review it and will present a policy draft for the board to review and vote on at our June meeting.

PUBLIC QUESTIONS & COMMENT:

There were no questions or comments.

OLD BUSINESS:

MEB Capital Improvement Plan:

Discussion centered on the capital improvement plan. There are three distinct project areas that all fall under safety and compliance, and all three are eligible for impact fees to be applied toward them. Grants will also be sought. The project area in prioritized order are:

1. Amphitheatre
2. Electronic doors
3. Elevator or Lift (main level down to basement level)

ACTION: Janice will finalize the report with some financial figures, sign it, and turn it in to the town office by the requested deadline.

NEW BUSINESS:

Lynn asked that the document on the website labeled MEB Library By Laws be deleted; it's actually the Board of Trustees By Laws document, which is already posted on the Trustees webpage. Heather located it during the meeting and deleted it.

Janice mentioned that she and Greg attended the recent Friends of the Library meeting. A new board has been elected, and the outgoing board members will work with the new board to get them going. Laura Hajjer was named to be the Friends' liaison to the board of trustees.

TREASURER'S REPORT:

Janice screen shared the April check register for the board to review. On a motion from Lynn, with a second by Jim, the April check register was approved.

Janice screen shared the January-April 2020 profit and loss sheet for the board to review. It was noted that although certain line item expenses are up, over all we are tracking at 24.3% of expenses vs. the expected 33 1/3% at this time.

MEB Staff Pay Increases – NOTE: At 6:45 PM prior to this topic discussion, Heather left the meeting. Greg left the meeting as well in order to avoid any real or perceived conflict of interest due to the discussion topic and the fact his wife Katie is an MEB employee.

After their departure, the remaining board members felt it was not necessary to go into nonpublic discussion because the board would not be discussing the reasoning behind Janice's recommended salary increases for her staff, nor for her recommended salary increase. Tracy stated that, per the trustee by laws, the library director recommends salary increases; the board approves them. Tracy stated that she had previously met with Janice to discuss and review Janice's proposed staff pay increases.

Name	Current Wage	New Wage
Katie Coppola, Substitute Librarian	\$10/hr.	\$10/hr.
Kiki Donis-Wahls, Library Assistant	\$14.75/hr.	\$15.25/hr.

Mary Hall, Library Assistant	\$10/hr.	\$11/hr.
Joyce Keegal, Library Assistant	\$17.50/hr.	\$17.50/hr.
Heather Lindsay, Youth Librarian/Assistant Director (salaried)	\$40,325/ yr.	\$42,000/yr.
Janice Weirs, Library Director(salaried)	\$50,625/yr.	\$52,000/yr.

Lynn made a motion to approve the proposed pay increases as submitted. Jim seconded the motion. The motion passed unanimously by the trustees present.

As a best practice, Lynn asked that Janice and Heather's earned time/vacation time and sick day actual usage be presented each month. She mentioned how the board was surprised a few years ago when a long-time employee was retiring and it turned out that earned vs. used information wasn't regularly visible to the board. Jim stated that the library thought the tracking was being done by the town, and the town thought we were tracking it. Janice said she wants to be very transparent and that she maintains file records that the board can review at any time. Lynn said it's just easier to show us once a month because it's not necessarily front of mind for us until someone retires or leaves.

Action: Janice will add this information to her director's reports. info to her so that the board is aware

Lynn asked if the June meeting was going to be virtual or if we were going to meet inside the library since we can social distance, wear masks if need be, etc. She said that with the governor loosening restrictions, perhaps this might be feasible. She asked how the board members present, and Janice, feel about this, noting that folks could join by phone if they weren't comfortable. Janice said she would feel comfortable meeting in person. Lynn said it's just a thought and asked Tracy if she wanted to poll the board to see how they felt.

Action: Tracy to poll the board 2 weeks prior to the June meeting to see if we are going to meet via Jitsi or in person at the library will practicing social distancing, etc.

Next meeting: Monday, June 15, 2020 at 6:00 PM. Meeting location is TBD depending on COVID-19 status and social distancing practices.

On a motion by Lynn, with a second by Tom, the meeting adjourned at 7:00 pm.

Respectfully submitted,

Lynn Z. Austin

Secretary