



Trustees of The Mary E. Bartlett Memorial Library



22 Dalton Road Brentwood, New Hampshire 03833-6000
(603) 642-3355

Liz McConnell, Chair Melody Santos, Treasurer Tom Walker, Secretary Erin Staffiere Melissa Bertoulin

Meeting Minutes

Monday, August 08, 2022

Trustees attending: Liz McConnell, Tom Walker, Melody Santos, Erin Staffiere, Melissa Bertoulin

From the Library: Janice Wiers - Library Director

Others: Alternate trustees: Jim Clark, Susan Lunn, Kristen Goodrich (Via Zoom)

From the public: Chris Carmody - President of the Friend's Group, Rebecca Dunham

Liz McConnell called the meeting to order at 6:02 PM.

APPROVAL OF MINUTES:

On a motion from Melody, with a second by Erin the amended July minutes were unanimously accepted. Liz - aye, Tom - aye, Melissa - aye, Melody - aye, Erin - aye.

DIRECTOR'S REPORT:

Janice submitted her Director's Report to the trustees in advance of the meeting as usual for review. Also included were the Assistant Director's Report, draft Bulletin Board Policy, and draft Child Safety Policy. Website traffic, and social media followers continue to grow, with a Vertical Response rate of 47% this month. There were 1116 in-person visits this month and 3 patrons requesting curbside pick up. There were 19 new library card holders added, 13 adults and 6 children. 160 books and 68 other media were added to the collection this month. Janice complimented Kiki and the rest of the staff on their performance during the Summer Reading Program. The program was well attended and very popular. Kiki's and the staff's creativity and hard work made this important program a huge success. Janice mentioned that adult focused programs were not well attended and that next year she would shift the focus to larger multi age programs. Janice is interested in doing more senior programming and will reach out to Megan Fitzgerald who worked in the Rec Department senior program. Russ Kelly will present a program on energy costs on August 29th at 6:00 PM. In September the library will hold our first Courageous Conversations event and Janice has scheduled a felting workshop. In October Peg Dawson will present a program on executive skills in children and teens. Dr. Dawson is a Psychologist specializing in the topic who has written several books. She is also a Brentwood resident. Janice met with the Communications Subcommittee on July 14th, they reviewed a map of town government outlining the flow of oversight and communication. Janice is collecting quotes for possible replacement of failing air conditioning units with a mini split system. Laura Galvin is working on a presentation to promote salary increases for Kiki and to request additional hours for existing Library Assistants vs.

hiring a new Library Assistant. Janice found a video series on the use of TikTok for library promotion and is excited to use the platform more. The Library received 100 free covid tests. Some will be saved for staff use, the rest will be distributed to town residents and employees.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Janice presented the report as Kiki is on vacation. The "Oceans of Possibilities" summer reading program was a huge success. Just over 200 people read 3769 hours! There were 25 performances, programs and events during the six week program. The Seacoast Science Center presented a program on Coastal Critters. The UNH marine docents presented a program called Rocky Shores. The Little Red Wagon presented a well received and attended program. The Storytime programs were very well attended. Next year will focus more on performances and less on workshops. Another child has finished the 1000 Books Before Kindergarten Program.

TREASURER'S REPORT:

The salary budget is ahead of expectations for the year by 1.32 percent. The operating budget looks good too. 55.3% of the budget has been used, but 59.6% of the year has gone by. Trustees each signed the July check register which was sent ahead of time by email and was available for review at the meeting.

PUBLIC COMMENT:

There were no comments from the public.

OLD BUSINESS:

Covid response: No Changes.

Policy Review: Minor changes were made to the Bulletin Board Policy, the Child Safety Policy was changed from age 9 to 13 with supervision.

On a motion from Liz, with a second by Erin, the changes to the Bulletin Board Policy and the Child Safety Policy were unanimously accepted. Liz - aye, Melody - aye, Tom - aye, Erin - aye, Melissa - aye.

Courageous Conversations: We will host the first in the series in September.

NEW BUSINESS:

Tough Topics Posters: Janice is interested in adding posters on difficult topics like suicide, bankruptcy, bullying, cancer, abortion etc. The posters will have dewey decimal numbers directing patrons to the shelves where books on these topics can be found. It is intended to help patrons find information that they may be shy about asking staff for help with. As these are challenging subjects, Janice pointed out that collection development is aimed at offering books from all sides of an issue.

Amphitheater: Because only draft versions of the original amphitheater plans can be found Bruce Scamman from Emanuel Engineering suggests that the septic company use probes to confirm the location of the septic system. Liz will ask Mr. Scamman to attend the probing as this is the final step before the design phase.

Morrill Library Trust Fund: More information has been found on the Marietta Morrill Library Fund

that was created in 1933. It was started with a donation of \$500, with interest from the fund to be used for nonfiction books.

Liz adjourned the meeting at 7:39 PM.

Next meeting: Monday, September 12, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary