



**Trustees of The Mary E. Bartlett Memorial Library**

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



Liz McConnell, Chair James Clark, Treasurer Tom Walker, Secretary Erin Staffiere Melody Santos

**Meeting Minutes**

**Monday, August 02, 2021**

Trustees attending: Jim Clark, Liz McConnell, Tom Walker, Erin Staffiere, and Melody Santos

From the Library: Janice Wiers - Library Director

Others: Alternate trustees: Kristen Goodrich, Melissa Bertoulin, and Susan Lunn.

From the public: None

**NOTE:** The public was invited to attend the meeting virtually and in person.

Liz McConnell called the meeting to order at 6:03 PM.

**APPROVAL OF MINUTES:**

On a motion from Jim, with a second by Erin, the July minutes were unanimously accepted.

On a motion from Erin, with a second by Melody, the 7/19/21 meeting minutes and the sealed non-public minutes from that 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. Also included were the assistant director's report, employee attendance, and the earned time report for Joyce K. In person visits continue to grow with 794 visits this month. There were 14 new library card holders added this month, 10 adults and 4 children. Janice noticed that the staff counting of patron visits is sometimes half of the electronic counter at the door. The electronic counter records every time a patron or staff member crosses the threshold regardless of reason. She questions whether comparing 2021 staff counts of patron visits to 2019 electronic counts is giving us actual useful data to show how we are doing coming out of the pandemic. There will be relatively few programs for the month due to all the staff training that will be taking place.

The library website was switched to a new domain name, Brentwoodlibrarynh.org , it took Google a few days to

update, but now searches for Brentwood, NH library go to the new name and location. This change allows trustees to have unique library specific email addresses for library business. The new email addresses will be “full name” [.trustee@Brentwoodlibrarynh.org](mailto:trustee@Brentwoodlibrarynh.org).

Heather’s last day as Assistant Director/ Youth Librarian will be August 12, 2021. Kiki has signed the offer letter and will assume that role as of August 16, 2021. A page has been hired and is starting September 6, 2021. Janice has received an application for the remaining page opening.

The town will receive ARPA grant funding due to covid. Possible uses for the library's share were discussed. A custodian would be helpful to keep the facility clean and sanitized, something that is currently done by library staff that takes a lot of time away from their library duties. Another idea discussed was for a sign on the library facing the street. There is currently nothing on the building to indicate that this is the town library.

The State Library is accepting applications for round two of it’s ARPA grant funds. Janice sat in on a meeting outlining submission guidelines. Due to timing difficulties and an arduous submission process that has no guarantee of approval it was decided that the library will not pursue this grant.

The children’s room is in need of new furniture. It was discussed whether town impact fees might be used for this purpose. Another idea discussed was dedicating the room to Marilyn Moorehead and using some of the funds that were donated in her honor.

Karen Clement and Kip Kaiser do a walkthrough of town facilities before budgeting for the capital reserve warrant article for yearly general maintenance. This year they will include the library in this tour.

#### **ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:**

Heather was spearheading the outdoor program by the Squam Lakes Natural Science Center so Janice gave the report. Heather continues to cross-train staff to ensure a smooth transition when she leaves. The Pollinator Garden is done for the season. The Monarch Weigh Station application is in and we are waiting on the sign. Heather is very pleased with how the Summer Reading Program is going. Registration is currently at 180 youth and adults. The ending celebration and prize distribution will be on 8/11/2021 from 4 to 6 pm. Kiki Donis-Wahl will be formally introduced as the new assistant director/ youth librarian at the event.

#### **TREASURER’S REPORT:**

The payroll report has not been sent yet, but we should be on target. We are on target with the operating budget, with 47.5% remaining. Liz McConnell and Melody Santos need to be added as signers on the library's two bank accounts with People’s United Bank.

**ACTION ITEM:** Jim, Liz and Melody will meet at People’s Bank to have Liz and Melody added as additional signers.

The 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 representatives from the public.

#### **OLD BUSINESS:**

**Covid response:** The current policy states that fully vaccinated patrons are no longer required to wear masks. Janice estimates that approximately 80% of patrons are still wearing them anyhow.

Liz brought up the idea of a vaccination van event at the library. Janice felt this would be good community outreach. She suggested a free book from the booksale area as a prize for getting vaccinated at the event. During discussion it was decided that we should shelve the idea until children younger than 12 can participate.

**Basement leak:** The excavation company has still been unable to perform the needed repairs due to all the rain we have had. They have committed to working on a Sunday to get it done.

**Amphitheater:** Liz shared a pamphlet from Ideal Stone, [Idealconcreteblock.com](http://Idealconcreteblock.com) , as a possible solution for the project. Due to the project being over 4' in height Ideal Stone needs an engineering plan to be completed.

**Air Conditioners:** A third quote for the air conditioner replacement can would not be received until after August, 13 2021. Since it is the hottest part of the year, it was decided that we would not wait for that quote.

On a motion by Tom, and seconded by Jim, with all ayes, it was unanimously decided to go with the quote from Bruce Hermenau Plumbing and Heating for \$5000.

**Sign:** The quote for the new sign has been submitted to Karen Clement. It should be on the agenda and voted on at the next Board of Selectmen meeting on 8/3/2021.

**NEW BUSINESS:**

The idea of a community survey was discussed to gauge town needs regarding the library. This would help with budgeting and long term planning.

**Action Item:** Janice and Kiki will spearhead this project starting sometime around October.

Liz adjourned the meeting at 7:14 PM.

**Next meeting:** Monday, September 13, 2021 at 6:00 PM.

Respectfully submitted, Tom Walker - Secretary