



**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

**Meeting Minutes**  
**Monday, Dec 7, 2020**

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

From the Library: Janice Weirs, Library Director; Heather Lindsay, Assistant Director/Youth Services Librarian

Others: None

**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 Zoom meeting link provided.

**Tracy called the meeting to order at 6:05 PM**

**APPROVAL OF MINUTES:**

On a motion from Jim, with a second by Tom, the November public meeting minutes were unanimously approved with the noted changes.

**ASSIST. DIRECTOR/YOUTH SERVICES LIBRARIAN REPORT:**

There were no questions from the board.

**DIRECTOR'S REPORT:**

Janice reviewed highlights of her report.

Mouse issue:

The board expressed concern regarding the poison being used by Pesky Critters. The board does not want it to be toxic to birds of prey, cats, etc. – all of which could die from eating the poisoned mice. The board offered suggestions regarding ensuring that food in the library be properly stored, staff and patron eating needs to be monitored to ensure proper cleaning up food /beverage crumbs, spills, etc. and proper storage of food. Discussion included alternative remedies such as a plug-in diffuser that has been shown to be effective, and better mouse traps.

**ACTION:** Janice to get more information from Pesky Critters regarding the poison they use. Janice to get clarification on the \$350 one-year fee being inclusive of any repeat service visits needed at no additional charge throughout the 12 months. She's to call Tracy with this information, and Tracy will decide on behalf of the board if Pesky Critters services could be contracted with or not depending on the answers.

Comcast Service:

**ACTION:** Janice to move forward with dropping the TV service and upgrading the internet speed so that we will receive one monthly bill, rather than two bills; this will save us approx. \$16/month.

Water Leaks: There is water leaking in the lower level of the library, and near the chimney.

**ACTION:** Janice to reach out to Bob Gilbert

**ACTION:** Janice to check with Karen at Town Office about availability of money from the town's capital repairs fund to apply to costs involved in resolving the leaks.

Tree Limb:

**ACTION:** Janice to contact Wayne Robinson for his recommendations as to how best to address Janice's concerns about this neighbor's tree limb.

Amphitheatre: Janice asked if the board would consider forming a subcommittee of trustees to help move forward with this project.

**ACTION:** Janice to reach out to The Friends to invite members to join the subcommittee as well.

Library Wooden Sign: The sign has been severely damaged. It was suggested that this may be a good Eagle Scout project for a local scout to take on.

**ACTION:** Janice to seek out volunteers or Eagle Scout via social media posts and other messaging /communication means as she deems needed.

Professional Development:

Janice requested permission to take a 12-week course called "Cataloging for Non-cataloguers" using money from this year's budget dedicated to that purpose. She stated that she needs to update her cataloguing knowledge, and that she would share information learned, as well as project assignments, with Heather and one of the Library Assistants. She said the course is once a week for 60-90 minutes. In terms of sharing project tasks, Janice was asked if this would require increased hours or time for that staff member. Janice confirmed it would not result in any increase of staff time/hours.

Heather also expressed interest in a professional development course related to autism.

**MOTION:** On a motion by Jim with a second by Tom, the board unanimously voted to approve up to \$1000 total from this year's budget to be spent on the professional development for Janice and Heather as discussed.

#### **OLD BUSINESS:**

MEB Trustee By-Laws updates to 2005 version was announced on the meeting agenda 7 days prior to tonight's meeting, and an updated draft was sent to the trustees 7 days prior to tonight's meeting. Though not trustees, Janice and Heather were provided copies prior to the meeting. It was stated that this has been a year-long effort and discussion, and that we are to review our trustee by-laws annually. Lynn stated that former trustee Doug Mansfield went above and beyond in contributing the vast majority of the updates, reviewing the language so that we are compliant, etc. The board is sincerely grateful to Doug for his continued support of the library, and of the library board.

**MOTION:** On a motion by Tracy, with a second by Tom, the board unanimously approved the updated trustee by-laws as amended.

**ACTION:** Lynn to send Janice a pdf version to post on the MEB website once the pagination and a couple of typos are corrected.

**ACTION:** The board is to add "Review Trustee By-Laws" to December 2021 meeting agenda.

#### **NEW BUSINESS:**

Concerns regarding the increase in COVID-19 cases in Brentwood in the couple of weeks were discussed. In terms of in-person patron usage of the library, it was stated that some libraries throughout the state are returning to in-person visits by appointment only, others are ceasing in-person visits, and others are not requiring appointments.

**MOTION:** On a motion by Lynn, with a second by Jim, the board unanimously voted to return to in-person visits by appointment effective Monday, December 14, with the understanding that appointments can be made on the spur

of the moment, and that appointments are for 1 person or 1 household at a time inside the library. Curbside pick-up is to continue. Appointments and curbside are to continue to be offered six days a week, Monday through Saturday in the current hours for each day.

**ACTION:** Janice to begin messaging about this change to the Brentwood community and library patrons.

At 7:05 PM, Tracy stated that we need to go into nonpublic meeting session to discuss topics related to NH RSA Section 91-A:3, II (c), with Janice and Heather joining the session. The Zoom link was terminated.

On a motion by Lynn with a second by Jim all ayes – Tracy, Lynn, Jim, Liz, and Tom – the board went into a NonPublic Meeting Session per NH RSA Section 91-A:3, II (c).

At 9:20 PM, on a motion by Jim with a second by Tom, the board came out of Nonpublic Session and voted to seal the nonpublic minutes. All ayes – Lynn, Tracy, Jim, Liz, and Tom.

Tracy adjourned the meeting at 9:25 PM.

**Next meeting: Monday, January 4, 2021 at 6:00 PM.** Meeting location is inside the library for the trustees. Since the library is limiting the number of people inside the library at one time, the public may join via the Zoom link that will be provided in the meeting notice.

Respectfully submitted,

Lynn Z. Austin

Board Secretary