



**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, December 12, 2022**

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

From the Library: Janice Wiers - Library Director, Kiki Donis-Wahl - Assistant Director/Youth Librarian

Others: Alternate trustees: Susan Lunn, Kristen Goodrich

From the public: Tracy Desoteaux from Friends' of MEB

Liz McConnell called the meeting to order at 6:01 PM.

**APPROVAL OF MINUTES:**

On a motion from Melissa, with a second by Erin the 11/14/2022 meeting minutes were unanimously accepted. Liz - aye, Melissa - aye, Tom - aye, Erin - aye, Susan - aye.

On a motion from Melissa, with a second by Liz the 12/05/2022 meeting minutes were unanimously accepted. Liz - aye, Melissa - aye, Tom - 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, Check Register, Profit and Loss Statement, Salaries Report. Website traffic, and social media followers continue to grow. There were 1042 in-person visits this month and 6 patrons requesting curbside pick up. This month circulation statistics surpassed pre-Covid numbers for the first time. There were 11 new library card holders added, 10 adults and 1 child. 134 books and 104 other media were added to the collection this month. Program numbers were lower this month because preparing the budget required so much time. Sadly, Ed Webster who gave a well received presentation on Edward Shackleton's legendary Endurance expedition to Antarctica has passed away. Janice, Kiki, and Joyce attended a team building event for town employees in Portsmouth. Janice said it was a great time with food and activities, the favorite was ax throwing. The library was short staffed for several reasons this month, thankfully it never had to close. Janice was very complimentary to the library team for pulling together to make this happen.

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

A new session of Storytime started this month. The Thanksgiving craft was pumpkin pie garland kits. 10 children attended the Drop-in Afterschool program and read stories and made a Thanksgiving turkey craft. The Teen craft, a candy filled cornucopia, was unattended. Mrs. Bradley's class visited the library as part of her One-Room Schoolhouse project. Kiki is already working on the next summer reading program whose theme will be "All Together Now".

**TREASURER'S REPORT:**

The Select board passed the budget 4-1, including wage adjustments based on market driven research, merit increases, and 5% cost of living adjustments. The Budget Committee passed it 4-3.

**PUBLIC COMMENT:**

There were no comments from the public.

**OLD BUSINESS:**

**Covid Response:** No Change.

**NEW BUSINESS:**

**Amphitheater:** A Public Listening Session was held at the library on December 1st to discuss progress and show pictures of other amphitheaters and their amenities. Jeffery Hyland from Ironwood Landscape Design made the presentation and answered questions. Janice posted a copy of the survey on the library website to elicit more responses. She will also ask patrons as they check out if they have filled it out yet.

**Udemy:** Mark Eaton and Sarah Utecht from Udemy online academy gave a presentation on their company and its services. Udemy offers over 19,000 online video courses, in 75 categories, on a vast array of subjects from business to arts and craft. The courses are asynchronous so students can pause, restart, and rewatch their course on their schedule. The courses are offered for self development, not college credit, though there is a certificate of completion given. Some classes count towards CEU's for professional development. Most classes are intended for adults, but there are some courses like yoga and coding offered for those younger than 13. Trustees asked questions about privacy and safety. The cost for the program is an annual subscription of \$2756 for unlimited use by town residents. Tracy Desoteaux will look into the Friends' group helping with the cost if we decide to go forward with this.

**Holiday Schedule:** The library will be closed on December 26th to observe the holiday season. The library will be closed Saturday December 31st for New Years Eve.

**Staff performance evaluations:** At 7:58 PM, Melody made a motion, seconded by Erin, to go into a nonpublic session under NH RSA 91-A:3 ll.(c) "matters affecting reputation". A roll call vote was taken: Liz - aye; Melody - aye; Erin - aye; Tom - aye; Melissa - aye. The motion passed by unanimous vote.

The public meeting resumed at 8:26 PM.

At 8:27 PM, Erin made a motion, seconded by Liz, to seal the nonpublic session minutes. A roll call vote was taken: Liz - aye; Tom - aye; Melody - aye; Melissa - aye; Erin - aye. The motion passed by unanimous vote.

Liz adjourned the meeting at 8:27 PM.

**Next meeting:** Monday, January 09, 2023 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary