



## Trustees of The Mary E. Bartlett Memorial Library

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

### Meeting Minutes

**Monday, December 13, 2021**

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

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

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

From the public: None

Liz McConnell called the meeting to order at 6:10 PM.

#### **APPROVAL OF MINUTES:**

On a motion from Melody, with a second by Erin, the November minutes were unanimously accepted.

#### **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, and salary report. Employee Attendance Tracker, and Joyce K earned time report. In-person visits, website traffic, and social media followers continue to grow. There were 899 in-person visits this month, despite having three holiday closures. There were 11 new library card holders added, 9 adults and 2 children. 148 books and 47 other media were added to the collection in November. We were not chosen for the Rural and Small Libraries grant that would have been used to replace furniture in the children's room. Janice would like to explore using town impact fees for this purpose. Janice has expressed interest in joining with other local libraries to plan for a 2022 program around the topics of Diversity, Equality, and Inclusion. All trustees agreed that this would dovetail well with the library's goals and mission. We encourage her to move forward with exploring this idea. The library was able to meet a last-minute request to hold a Conservation Committee Meeting here when their normal meeting space did not work out.

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

Storytime continues to grow in popularity, all three morning story times are full. Three Swasey School 3rd grade classrooms visited the library to research the Sanborn Cemetery and Sanborn Family. They also researched other town landmarks. Joyce, Janice, and Kiki facilitated three research stations with books, maps, and pamphlets' to support students' work. The Thanksgiving craft kit, a turkey luminary, was a big hit with 31 kits handed out. Instead of a take-home kit in December there were multiple drop-in craft days. January craft kits will have a STEAM theme. On December 20th and 27th the library will host a PJ Night by the Fire. On the 20th Brentwood author and musician Maria Votto will read from her book The Night the Reindeer Came Out to Play and sing songs. Each session will be limited to six families in-person to allow for social distancing.

#### **TREASURER'S REPORT:**

Jim was unable to attend, but Janice mentioned that the payroll and budget are on track. She said heating costs are going up fast. The 2022 budget was unanimously approved by the Board of Selectmen, and approved by majority vote by the Budget Committee. The next step is the Town Meeting in the spring.

The trustees each signed the November 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:** At this time there will be no changes to our current Covid protocols. The DHHS vaccine van for booster shots will be at the library December 27th from 3 to 7 PM for walk-in appointments. Pfizer, Moderna, and J&J first, second, and booster shots will be available to anyone over 5 years of age. Andy from the Rec Department will loan us tower lights for the event, Wayne from the Highway Department will set them up.

**Amphitheater:** Emanuel engineering and Stephans Associates submitted proposals for engineering work on the amphitheater project. Three other companies either declined to submit a proposal or ignore the request. Emanuel's estimated fee is \$6000, Stephens' is \$5067. Emanuel recommended that we request a town warrant article for a capital improvement fund. Trustees discussed the idea and are considering asking for a \$20-25,000 fund.

#### **NEW BUSINESS:**

One or two library policies and trustee bylaws will be worked on per month. Janice felt, and trustees agreed, that the Collection Development Policy is solid. We discussed updating trustee bylaws to allow remote trustee attendance, assuming that an in-person quorum is still met. All thought that this would be prudent given the possible need for someone to quarantine. Up next is the Programming Policy, Janice provided examples of the Goffstown and Milford Library's policies. Liz volunteered to sit down with Janice to work on this policy.

There was an RSA 91:A Right to Know demand for all trustee emails from January 1, 2021 to December 6, 2021 from Skip Murphy. A response letter has been sent.

Liz adjourned the meeting at 7:56 PM.

**Next meeting:** Monday, January 10, 2021 at 6:00 PM.

Respectfully submitted, Tom Walker - Secretary