



## Trustees of The Mary E. Bartlett Memorial Library

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Liz McConnell, Chair James Clark, Treasurer Tom Walker, Secretary Lynn Austin Erin Staffiere

### DRAFT - Meeting Minutes

Monday, May 3, 2021

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

From the Library: Janice Wiers - Library Director, Heather Lindsay - Youth Librarian/ Assistant Director

Others: Alternate trustees via Zoom: Melissa Bertolin and Kristen Goodrich

From the public via Zoom: Andrew Gray - Rec Department Director, Nick Wrighton, Sue Benton, Rebecca Dunham, Katie Coppola

**NOTE:** The trustee meeting was held in the library basement so as not to exceed the six person COVID occupancy limit upstairs. Social distancing was practiced, and everyone wore masks. The public was invited to attend the meeting virtually via Zoom.

Liz McConnell called the meeting to order at 6:04 PM.

Liz welcomed the newly confirmed and sworn in alternate trustees. She then read a resignation letter from Lynn Austin who will sadly be leaving the library board after 16 years. Lynn's passion and commitment to the library has helped shape it into the wonderful institution that it is. She will be greatly missed. On a motion by Liz, seconded by Tom and approved by all, Melody Santos will be recommended to the select board for approval as the interim trustee. Susan Lunn will be recommended as an alternate trustee.

**ACTION ITEM:** Tom will email Karen Clement to get Melody's and Susan's names submitted at the next select board meeting.

### **APPROVAL OF MINUTES:**

On a motion from Liz, with a second by Erin, the April minutes 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 check register, P & L statement, YTD salary report, YTD attendance tracker, and staff schedule. There were 324 in-person visits last month. A corresponding decrease in curbside requests shows that the switch to in-person visits without appointments has been well received by patrons. Janice reports that patrons are very happy that the library continues to become more open and accessible. 2021 usage numbers are down 36% for adults, 7% for children, and 14% for teens from pre-Covid numbers for the same month; but this is much improved from even a few months ago.

There is a sub-grant opportunity from the American Rescue Plan Act (ARPA), with a base of \$1000, which after adjusting for demographics could mean \$1509 for the library. This grant is to improve technology to directly benefit patrons, for example improving WI-FI hotspots and digital content. Janice will get more details at an upcoming NH State Library meeting.

Janice talked about the continued need for a new sign, and expressed interest in a double-sided sign that can be seen from both directions along Dalton Road. There are \$1320 in funds that were donated in memory of Marilyn Morehead. A sign being a very visible welcome to the library may be a nice memorial given Marilyn's always welcoming nature.

**ACTION ITEM:** Liz will reach out to Marilyn's family for their thoughts.

**ACTION ITEM:** Janice will call Summit Sign for ideas and a quote.

The water heater is constantly running and long overdue for replacement. Allied Clearwater, who have worked on it in the past, has generously volunteered to donate a new water heater and it's installation. Saving the library approximately \$2500.

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

Heather discussed ramping up to the busy summer reading program. The library grab bags and craft kits continue to grow in popularity, both are funded by the Friends. The virtual author visit by Lita Judge was moderately successful with only nine attendees. The nature scavenger hunt is poorly attended and will be discontinued if participation does not improve this month.

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

The yearly audit is complete. There are a few outstanding 2016 checks that were not cashed by vendors. Jim and Janice voided those checks.

The trustees each signed the March check register which was sent ahead of time by email and was available for review on a central table.

#### **PUBLIC COMMENT:**

Susan Benton made a well researched and presented argument for opening the children's reading room. Janice thanked her for her suggestion, mentioning that other seacoast libraries have been recently opening to browsing and that now is a good time to talk about this. She talked about a recent staff meeting where some staff members had continued concerns about being able to safely reopen the children's room.

On a motion by Melody Santos, and seconded by Erin, the board unanimously voted to reopen the children's room to browsing starting 5/10/21. With a capacity of one family unit, and the stipulation that normal covid procedures be followed.

#### **OLD BUSINESS:**

The Brentwood Recreation Department has requested the use of the library basement as a rainy day

location for summer day campers. At last month's trustee meeting we agreed to 10 campers and 1 counselor. Andrew Gray, the Rec Department Director, spoke via Zoom making a plea for allowing a full pod of 20 campers and 2 counselors. He discussed the program's Covid protocols and that agreeing to a full pod would allow a total of 60 Brentwood kids to attend day camp from June 21st to August 16th. Erin mentioned the furniture currently stored in that area and Andrew volunteered to move it upstairs. He stated that they will bring their own craft tables so as not to damage library tables. They will bring their own cleaning supplies for Covid sanitation. Janice mentioned that the camp drop off and pick up times sometimes fall outside of normal library hours. Andrew said that his staff already have keys and alarm codes to the Rec Center, another town building, and he fully trusts them with that responsibility. Tom pointed out the support columns in the area and that rough housing campers could be injured. Andrew assured him that rainy day indoor activities are low activity games and crafts. Liz asked about insurance implications in the event of an accident. Janice stated that all town buildings are insured through Primex and feels we should be covered like the Rec Center is for the campers.

**ACTION:** Janice will look into solutions for those times when library staff are not scheduled.

**ACTION:** Janice will reach out to Karen Clement to verify that Primex will cover the campers while at the library.

On a motion by Erin, seconded by Jim, the board unanimously voted to allow the Recreation Department to use the library basement as a rainy day sight for up to 20 campers and 2 counselors, given that Covid temperature checks and wellness questionnaires be used.

Kip Kaiser, town building inspector, has reviewed the basement leak. He feels the most likely causes of the leak are the lawn sloping towards the foundation in that area and the gutters ending in that corner. He feels that if those issues were corrected it will likely solve the problem. Janice received two quotes for the gutter extension. One was from Colangelo Gutters for \$700. The other was from Ocean Flow Gutters for \$670.50, which included a leaf guard. The higher priced Colangelo refused to itemize the quote so we will go with the itemized and lower priced Ocean Flow. BWP and Sons Excavation was recommended by Kip and will regrade the area and install a catch basin for \$1847.

On a motion by Liz, seconded by Melody, and unanimously approved by all the BWP Excavation and Ocean Flow Gutters quotes will be presented to the select board for approval of the use of capital reserve funds.

**ACTION:** Janice will submit the quotes to the select board.

Bob Mantegari and Liz met to discuss the amphitheater. It was discovered that the current benches are sand filled boxes and are failing in many areas. Ideally the seating and utility of the area can be increased to meet the future needs of our growing town. Bob will reach out to Bob Stephens to ask for an overview of the scope of the project so that we can start requesting bids for the work.

#### **NEW BUSINESS:**

Yeti Landscaping will do a garden clean up for \$250. Though they have yet to start the project.

At 8:04 PM, Liz stated that we needed to go into a nonpublic 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 Liz and seconded by Erin, with all Ayes - Liz, Erin, Jim, Tom, Melody - the board went into a Nonpublic Meeting Session per NH RSA Section 91-A:3, II ( c ).

At 8:32 PM, on a motion from Liz and a second by Melody, with all Ayes - Liz, Erin, Jim, Tom, and Melody, the board came out of Nonpublic Session and voted to seal the nonpublic minutes. All Ayes - Liz, Erin, Jim, Tom, and Melody.

Liz adjourned the meeting at 8:35 PM.

**Next meeting:** Monday, June 7, 2021 at 6:00 PM. Meeting location will be inside the library for the trustees. The

public may join via the Zoom link that will be provided in the meeting notice.

Respectfully submitted, Tom Walker - Secretary