



Trustees of The Mary E. Bartlett Memorial Library



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Liz McConnell, Chair Melody Santos, Treasurer Tom Walker, Secretary Melissa Bertoulin Megan Schneider

Draft - Meeting Minutes

Monday, November 13, 2023

Trustees attending: Liz McConnell, Tom Walker, Melody Santos, Melissa Bertoulin, Megan Schneider

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

Others:

Alternate Trustees: Susan Lunn, LeeAnn Kane

Public: Tracy Descoteaux representing the Friends of MEB Library

Liz McConnell called the meeting to order at 5:59 PM.

APPROVAL OF MINUTES:

On a motion from Melody, with a second by Melissa the 10/16/2023 meeting minutes were unanimously accepted with. Liz - aye, Melissa - aye, Tom - aye, Melody - aye, Megan - aye.

CORRESPONDENCE:

A quote was received from Blue Collar Workforce LLC for front and back deck demolition and rebuilding. The approximately 20 year old decks have cupping boards that are a tripping hazard. There are likely rotting floor joists underneath. The quote for the work is \$38,573. Trustees discussed adding this work to the CIP plan.

PUBLIC COMMENT: None

DIRECTORS REPORT:

Janice submitted her Director's Report to the trustees in advance of the meeting as usual for review. Also included were the Check Register, Profit and Loss Statement, Salaries Report, an updated Employee Handbook, the draft 2024 Budget, and an updated bid presentation to the Select Board regarding the amphitheater project. Website traffic, and social media followers continue to grow. There were 1001 in-person visits this month. There were 748 visits to the library website. Facebook followers increased by 9 to 734. There were 24 new library card holders added, 11 adults and 13 children. 186 books and 58 other media were added to the collection this month. Udemy Business had 41 users this month. Janice noted that there was a large increase in digital borrowings. Janice took a class on

The Do's and Dont's of Employee Handbooks and with help from Melody reorganized the Library's handbook. Janice also took a class on Project Management Fundamentals, she used the amphitheater project to complete homework assignments. Janice officially congratulated Liz McConnell on winning the NHLTA Library Trustee of the Year Award for 2023. The Friends group held a very successful Pumpkin Fest with over 100 attendees.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki submitted her report in writing prior to the meeting. The Lego Club was 10/05/23 and had 7 participants. The afterschool programming with Chef Misa was held on 10/12/23, 12 children made rainbow salad and homemade ranch dressing. Little Kid's Yoga was 10/19/23 with Rachel Brown and had 7 kids working on spooky yoga poses. This class has been so popular there is discussion underway to expand it to school age children. 13 craft kits went out this month with the theme of harvest corn beading. 50 Swasey School second graders visited the library on 10/16/23, they decorated bookmarks that will serve as punch cards for library book borrowings, every 6 punches will earn them a book and other prizes. Kiki attended the Children's Librarians of New Hampshire fall conference on 10/26/23.

OLD BUSINESS:

Library staff held an off-site luncheon/meeting on 10/13/23 paid for by the Friends group. Janice plans to do something special for employees that were unable to attend.

Janice completed staff evaluations.

On 11/21/23 the Friends group will transfer the funds raised for the amphitheater project to town for distribution.

NEW BUSINESS:

The 2023 budget was approved by the Select Board and Budcom, but not at town meeting. With belt tightening and help from the Friends group the library made it through the year. The 2024 budget will include the restored budget had the 2023 budget passed. The media budget will increase by 10.9 percent due to an increase in book prices and more digital borrowings. Salaries for library staff will include a 3% COLA raise and up to a 2% merit raise.

Janice took a class on Employee Handbook design offered by Primex, the town insurance company. With help from Melody the library's handbook was updated. The mission statement section was changed to align with the mission statement published elsewhere. A reporting procedure was added to the ADA section. Carry over of paid time off accrual will increase from the current max of 7 days to 10 days, this aligns with the number allowed in other town departments.

At 8:15 PM Melody made a motion, seconded by Megan, to go into a nonpublic session under NH RSA 91-A:3 II.(c) "Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting." Staff evaluations will be discussed. A roll call vote was taken: Liz - aye; Melody - aye; Melissa - aye; Tom - aye; Megan - Aye. The motion passed by unanimous vote.

The public meeting resumed at 8:36 PM.

At 8:36 PM Melody made a motion, seconded by Megan, to seal the nonpublic session minutes because of the discussion of matters related to a non board members reputation. A roll call vote was taken: Liz - aye; Melody - aye; Melissa - aye; Tom - aye, Megan - Aye. The motion passed by unanimous vote.

Liz adjourned the meeting at 8:37 PM.

Next meeting: Monday, December 11, 2023 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary