



## 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, December 04, 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: Kristen Goodrich

Public: None

Liz McConnell called the meeting to order at 6:05 PM.

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

On a motion from Melody, with a second by Melissa the 11/07/2023 meeting minutes were unanimously accepted with. Liz - aye, Melissa - aye, Tom - aye, Melody - aye, Megan - aye.

**CORRESPONDENCE:** None

**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 Youth Librarian's Report, Check Register, Profit and Loss Statement, and Salaries Report. Website traffic, and social media followers continue to grow. There were 1038 in-person visits this month. There were 758 visits to the library website. Facebook followers remained level at 734. There were 11 new library card holders added, 10 adults and 1 child. 111 books and 57 other media were added to the collection this month. Udemy Business statistics were not available in time for this meeting. Digital borrowings were at an all time high this month. There were four adult programs this month; a Community Connections Chat with School Superintendent Esther Asbell, the book club had a strong showing with 10 participants, Understanding Your Medicare Benefits, and a Baby Blanket Crochet Class. Janice Mentioned that December typically has very few programs because it is challenging to squeeze them in around the Craft Fair tables. Janice attended four Select Board Meetings. Janice and Kiki took a workshop on thinning library collections. Skip Belanger and Ralph Murphy put together a tribute to George Beyea, a town

resident that was instrumental in past library expansions. Carriage Towne News was there to get the story and take pictures. The Friends group annual Holiday Craft Fair is underway and has been well received. The gutters were cleaned. Janice and Kiki interviewed two candidates for Assistant Librarian.

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

Kiki submitted her report in writing prior to the meeting. This storytime session is well underway and will run through the middle of December. There are two all ages sessions and one for toddlers only. The Lego Club was well attended with 9 participants. The Chef Misa cooking program had 12 participants. Little Kid's Yoga with Rachel Brown had 7 children attend. There will be no baby playtime for the month of December. There will be three drop-in holiday themed craft days. On December 14th Mrs. Bradley's second grade class will visit the library to talk about one-room schoolhouses. The Historical Society will be there with maps and artifacts from when the current children's room was the one-room schoolhouse. Rachel Brown will offer two Little Kid's Yoga classes this month, one for preschoolers and one for school age children. Kiki is updating the Kid's page on the website. Santa will be visiting the library December 9th from 10:00 to noon.

#### **OLD BUSINESS:**

**Amphitheater:** If Karen Clement and Kip Kaiser were to oversee the amphitheater project they could not start until March after town meeting. This likely would have required rebidding for the project so trustees decided to manage the project to save time and to lock in the current contract. It was pointed out that past library expansions were overseen by trustees. The Gove Group has generously donated \$2500 and Joe Falzone generously donated \$2500 to the project. Janice and Liz will be meeting with representatives of the Eppes-Jefferson Foundation on January 8th about a possible grant. Trustees discussed appointing an authorized agent to approve change orders to the amphitheater during construction. This will prevent the need for a trustee meeting for small substitutions that will likely crop up during construction. Liz will act as this agent until March. Change orders over \$5000 will still require a vote from a quorum of Trustees.

#### **NEW BUSINESS:**

The proposed 2024 library budget was approved by the Select Board. It will be presented to the Budget Committee next week.

At 7:00 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." The hiring of an Assistant Librarian 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 7:40 PM.

At 7:40 PM Melody made a motion, seconded by Liz, 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 7:46 PM.

**Next meeting:** Monday, January 8, 2024 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary