



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

Draft - Meeting Minutes

Monday, October 4, 2021

Trustees attending: Jim Clark, 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

Note: The meeting was held in the Grange Room of the Brentwood Historical Society. Director Karen Ellis and Liz feel the building and its history are underutilized in the town and that this would be an interesting way to use the space.

Liz McConnell called the meeting to order at 6:00 PM sharp.

APPROVAL OF MINUTES:

On a motion from Jim, with a second by Melody, the September 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, employee attendance tracker, the earned time report for Joyce K., check register, profit and loss statement, and salary report. In person visits, website traffic, and social media followers continue to grow. There were 10 new library card holders added this month, 5 adults, 4 children, and 1 nonresident. This brings the total number of patrons to 3,258. Janice has been looking at state statistics for town libraries similar in size to Brentwood, we ranked 8th in circulation. 1189 books and 65 other media were added to the collection in September. The new pages, Shayla and Lilly, are settling into their roles and are already a welcome addition to the library staff. The Friends' Annual Scarecrow Festival is scheduled for October 30th from 10-noon. Festivities will include a costume contest, scarecrow judging, goodie bags for the kids, and a craft project. Joyce Keegal is hosting a scarecrow building workshop on Saturday, October 16th from 10 to noon. Janice has issued a scarecrow challenge to all town departments, boards, and school personnel. The Friends have re-funded many of the passes to museums that were shut down earlier in the pandemic. The Trex recycling project, spearheaded by Deb Cinamon, is doing great. If we collect 500 pounds of plastic in 6 months, the library will receive a free Trex Bench. A staff

member is creating a thermometer to track progress.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Storytime has started up and quickly outgrown the two scheduled sessions, a third is being added to meet demand. For social distancing reasons each session is being limited to 6 participants and their caregiver. Virtual attendance is also an option. Kiki has started a community collaboration project. A tree has been added to the wall of the young adult room. All are welcome to add leaves to the tree with favorite books and authors etc. There were three new sign ups for the 1000 Books Before Kindergarten program and three tracker logs were turned in. Kiki will spearhead an elementary school book group.

TREASURER'S REPORT:

The payroll and budget are on target. Jim and Janice will be presenting the 2022 budget to the select board on Tuesday, November 30th. A draft of the budget was presented to the trustees for review.

The trustees each signed the September 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: There were no changes this month.

Amphitheater: Liz and Janice met with a professional engineer that the town has used in the past. Janice expressed thanks to Liz for all of her efforts around this project. Erin mentioned that the site is an "attractive nuisance" and we should look into fencing in addition to the caution tape and signs currently in place.

Air Conditioners: Bruce Hermenau Plumbing and Heating has replaced the first A/C unit. The select board approved the replacement of the second unit this year, which saves the town \$2500.

Sign: The new sign is installed and receiving many compliments. Melody commented that the sign looks great and came in under budget. Janice expressed the need for a second set of letters for the message board. A quote for the electric lighting of the sign was received for \$1004.48. It doesn't appear to include the trenching to run the wire, Janice will clarify that with them.

Action Item: Janice will verify whether the electrician will be doing the trenching for the sign lights.

Marilyn Morehead Garden: Christine Wellington and members of the Garden Club met with Janice and Joyce Keegal to come up with a plan to deal with the overgrowth. Joyce and volunteers will work on Thursday, October 14th and Thursday, October 21st to prune and prepare the garden for the winter. The garden will be updated in the spring.

Patron Request For Reconsideration of Library Material: On August 31st a patron submitted a request for reconsideration of the audio book, God's Spy, by Juan Gomez-jurado. The patron asked that a warning label be placed on the item. The trustees had a lengthy discussion at last month's meeting about the book and the request. Liz has drafted a response letter thanking the patron for submitting the request and expressing how seriously trustees took the request. The trustees decided that no further action is warranted. The library's collection must represent a variety of viewpoints and ideas, all of which are protected by the First Amendment. On a motion by Erin, with a second by Melissa, and passing with all ayes, it was decided this letter will be the formal response

to the patrons concerns.

ACTION ITEM: Liz will ask Doug Mansfield to review the letter before sending.

NEW BUSINESS:

Holiday Schedule: Both Christmas and New Years Day fall on a Saturday this year. Because of this it was decided that full time employees will get a floating holiday. Trustees decided that the library will close early on Christmas Eve and New Years Eve.

Budget: Copies of the draft budget were distributed for review and discussion. It was noted that the switch to LED lights has dramatically lowered electricity costs this year. The retirement percentage that the town pays went up 23% midyear last year. This year's numbers reflect a full year at the new rate.

At 7:04 PM, Erin made a motion, seconded by Melody, to go into a nonpublic session under NH RSA 91-A:3, II(a) employee compensation. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote. At this Kiki left the meeting.

The public meeting resumed at 7:52 PM.

At 7:52 PM, Erin made a motion, seconded by Melody, to seal the nonpublic session minutes because qualitative remarks were made regarding employees. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

Meeting Day: We discussed and approved moving the day of the trustee meeting to the 2nd Monday of each month. This would allow trustees to go to school board meetings, which are currently held at the same time as ours.

Liz adjourned the meeting at 7:56 PM.

Next meeting: Monday, November 8, 2021 at 6:00 PM.

Respectfully submitted, Tom Walker - Secretary