

**Trustees of
The Mary E. Bartlett Library**

22 Dalton Road

Brentwood, New Hampshire 03833-6000

(603) 642-3355

**Tracy Waldron, Chair Liz McConnell Donald Petterson
Marc Wilson Jim Clark**

Alternate Trustees: Douglas Mansfield, Lynn Austin and Brian Duffy

**Draft Public Minutes
Monday, May 21, 2018**

Trustees attending: Jim Clark, Liz McConnell, and Tracy Waldron

From the Library: Janice Weir

Others: Alternate Trustees Douglas Mansfield, Lynn Austin and Brian Duffy; Bob _____

Ms. Waldron called the meeting to order at 6:01 PM.

Approval of Minutes

The Trustees reviewed the public minutes from the May 7 meeting. Mr. Mansfield recommended adding language from RSA 91-A:3, III regarding the sealing of non-public minutes and removing Mr. Hayes from the heading. The Trustees agreed on the changes. Mr. Mansfield moved to adopt the minutes as amended. Mr. Clark seconded. Waldron, McConnell, and Duffy voted in favor of approval. No Trustees opposed.

The Trustees reviewed the nonpublic minutes from the May 7 meeting. Mr. Mansfield and Ms. Austin recommended some changes to the minutes as drafted, which the Trustees accepted. Mr. Clark moved to adopt the nonpublic minutes as amended. Mr. Mansfield seconded. Waldron, McConnell, and Duffy voted in favor of approval. No Trustees opposed.

Air Conditioning

Bob _____ informed the Trustees that the town's fire inspector required the installation of a fire damper because the new furnace is stronger than the old furnace. The inspector did indicate that but that the damper would not be necessary until air conditioning was installed and provided this in writing. The Library should show this writing to any inspector if the inspection occurs before the new air condition is installed. No Trustee had seen this writing in the office.

The Library already has a quote from Energy North for adding air conditioning capability to the new boiler, but without a damper. Bob indicated that he would follow up with Energy North to obtain a quote for air conditioning with a damper. Bob recalled that the estimate for this was in the neighborhood of \$3,000. Bob mentioned that the Trustees could apply to the town to cover

this, seek a warrant article, or pay from the Library's maintenance fund. The Trustees agreed to apply to the Town for payment from the Town's maintenance fund. A new air conditioning capability connected to the new furnace would be more efficient than current window units and would save the Library money over the long run.

Treasurer's Report

Mr. Clark circulated the Treasurer's Report, which the Trustees approved. Mr. Clark mentioned that, with Mr. Petterson out of the country and Ms. Sperounis no longer at the Library, Mr. Clark was the only person left authorized to pay bills. Also, due to the absence of a youth librarian for a portion of the year, the Library had expended 26% of its budgeted wage payments for 2018 through the first third of the year.

Mr. Clark noted that the Library still has a balance of \$1,900 in Amazon Gift Cards. Ms. Weir has been instructed to spend this down on acquisitions for the Library. Ms. Weir asked about what and how she could spend funds for other needs in the library, such as a new shelf in the YA section. Mr. Clark said he would provide guidance to Ms. Weir on this when he visited the library on May 23.

Mr. Clark confirmed that there were adequate funds to ensure Library staff were CPR certified.

The computer assessment funded by Mr. Clark was conducted on May 21. Results were not yet available. Ms. Weir reported that the assessment was professionally done. Mr. Clark had no results from the auditing firm regarding the audit. Ms. Waldron said that this firm often reports directly to selectmen rather than trustees and the selectmen may receive a report before the Trustees do.

Director's Report

Ms. Weir reported that things were going well. The staff are doing well. Ms. Weir has been focused on the summer reading program. The website has been updated and looks good. Ms. Weir has ordered about \$2,600 worth of books since arriving at the library. Ms. Weir has sufficient background and expertise to order children's books, and has been soliciting and vetting patron recommendations for adult books. Ms. Weir asked about ordering a new magazine, *Curious Jane*, for the library but was unsure how to go about it. Ms. Waldron indicated she would order it as a donation to the library.

Ms. Weir has convened the teen advisory board, which currently has 4 members, 2 male 2, female, all 12 or 13. The board members are excited and will have the chance to identify books for purchase by the library which the board members will be the first to check out.

The children's story time has grown in popularity, with attendance increasing from 3 to 11 children. Ms. Weir will likely add a Saturday story time so working parents can attend.

Ms. Weir updated the Library's website and included a poll on the site asking what patrons want. Patrons would like to see story time hours on Saturdays or evenings, earlier Monday hours (the Library currently opens at 2 PM on Mondays) and longer Saturday hours.

The Trustees discussed the idea of expanded hours. Noting that the Library had extra room in the wage budget because of the lack of a youth librarian for a period of time, and the desire of some staff for more hours, the Trustees agreed to set up a pilot program to open the Library at 9 AM on Monday mornings and keep the Library open until 3 PM on Saturdays from June 1 through the end of August. Library staff would track patron visits and usage during the extended hours and the Trustees would assess whether to continue the extended hours after the summer.

Nonpublic Session

At 6:50 PM, Ms. Austin moved to enter into nonpublic session pursuant to RSA 91-A:3, II(b). Mr. Mansfield seconded the motion. Waldron, Clark, and McConnell voted in favor of a nonpublic session. No Trustees opposed.

At 7:20 PM, Mr. Mansfield moved to exit nonpublic session. Mr. Duffy seconded the motion. Clark, McConnell, and Waldron voted in favor. No Trustees opposed.

Mr. Duffy moved to seal the minutes of the nonpublic session pursuant to RSA 91-A:3, III, because the content of the nonpublic session would affect adversely the reputation of any person other than a member of the public body itself. Mr. Mansfield seconded. Clark, McConnell, and Waldron voted in favor. No Trustees opposed.

Ms. Austin made and Mr. Mansfield seconded a motion to adjourn. The motion passed unanimously and the meeting adjourned at 7:23 PM.

The next meeting will be held Monday, June 18, 2018 @ 6:00 pm.

Respectfully submitted,
Brian Duffy