



Trustees of The Mary E. Bartlett Memorial Library



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Liz McConnell, Chair Melody Santos, Treasurer Tom Walker, Secretary Erin Staffiere Melissa Bertoulin

Draft - Meeting Minutes

Monday, September 12, 2022

Trustees attending: Liz McConnell, Tom Walker, Melody Santos, Erin Staffiere (Via Zoom), Melissa Bertoulin

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

Others: Alternate trustees: Jim Clark, Susan Lunn, Kristen Goodrich (Via Zoom)

From the public: Russ Kelly, Lois DeYoung, Rebecca Dunham, Laura Galvin, Bob Galvin,

Liz McConnell called the meeting to order at 6:03 PM.

APPROVAL OF MINUTES:

On a motion from Melody, with a second by Melissa the 9/08/2022 meeting minutes were unanimously accepted. Liz - aye, Tom - aye, Melissa - aye, Melody - aye, Erin - aye.

On a motion from Melody, with a second by Melissa the 9/15/2022 meeting minutes were unanimously accepted. Liz - aye, Tom - aye, Melody - aye.

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, Check Register, Profit and Loss Statement, Salaries Report, and a proposal for landscaping work for the Marilyn Morehead Garden. Website traffic, and social media followers continue to grow. There were 1165 in-person visits this month and 8 patrons requesting curbside pick up. There were 26 new library card holders added, 19 adults and 7 children. 181 books and 58 other media were added to the collection this month. The "What's Happening With My Electric Bill" program was very well attended with 53 in-person and virtual participants. This is a large turn out for a civic program. Janice signed the contract and paid the deposit with Revision Energy for the mini split air conditioner system. The work should start in January and hopefully be completed by March. There were 4 weeks of staff vacations in August, keeping Janice busy with more front line activities and less time for larger initiatives. She used lulls in the day to organize the office. Janice and Kiki will attend the NH Library Association Fall Conference from October 23rd to 25th. Kristen Goodrich worked with Janice and Kiki to improve social media use. Janice would like to thank Josh Bertoulin for IT help on the "What's Happening With My Electric Bill" program.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki has done a lot of work on the Children's and Junior's rooms; cleaning, reorganizing, and adding new signage. Fall programming is well underway, with the next session of Storytime starting September 13th. Drop-in After School program and Drop-in Crafts will start September 22nd. Library Page Shayla will liaise with the Exeter High School Poetry Team to offer poetry workshops to middle schoolers. In October Kiki is planning a book group for second and third graders. The focus will be on mystery stories like Nate the Great or Encyclopedia Brown, with group reading, puzzles, and games. Kiki will be attending three professional development conferences this month. A NH Fish and Game workshop to learn how to incorporate nature, wildlife, and science activities into programs for children ages 3-7. The NH Young Adult Library Sciences conference will focus on Teen Mental Health Matters. The Children's Librarians of the Seacoast meeting to talk about programming, craft, and book ideas.

TREASURER'S REPORT:

The salary budget and operating budgets are in line with projections for this time of the year. Trustees each signed the August check register which was sent ahead of time by email and was available for review at the meeting. The proposed library budget will be presented to the Select Board on November 29th. With the presentation to the Budget Committee soon after.

PUBLIC COMMENT:

Russ Kelly found the "What's Happening With My Electric Bill" program very informative. Rebecca Dunham mentioned that the Friends of the Library is mailing out the yearly donation request. Laura Galvin has a background in data analysis and gave a very detailed presentation outlining the need for a raise to the Assistant Director/ Youth Librarian salary. Laura pointed out that other area libraries in similar sized towns pay much more for that position and often have more staff to share the workload. Also included in the presentation was an analysis of the choice between hiring another part-time Assistant Librarian or giving extra hours to our current Assistant Librarians. Her analysis showed that giving more hours to the current Assistant Librarians would cost an additional \$2800 per year, but would greatly improve their morale and likelihood of retention. Janice will ask for representatives from the Select Board and Budget Committee to hear the presentation.

OLD BUSINESS:

Covid response: Covid cases are on the rise in Rockingham county. There will be no changes at this time, but we will monitor the situation and be ready to adjust if needed.

Landscaping Proposal: Janice has a proposal from Kristopher Perkins for general grounds clean up (\$200) and for work on the Marilyn Morehead Memorial Garden (\$500). Any unexpected overages will be applied to the appropriate fund.

Melody motioned, with a second by Tom, to accept the Perkins Landscaping Proposal. The motion passed with all ayes. Liz - aye, Melody - aye, Tom - aye, Erin - aye, Melissa - aye.

Courageous Conversations: Our library will host the Whiteness & Witness program on September 22nd at 6:00 PM. The panel discussion will feature Andres Mejia, Kevin Pajaro-Marinez, Tanisa Johnson, and Rachael Blansett.

NEW BUSINESS:

Amphitheater: Greg's Septic was able to locate and evaluate the septic system by probing, it was determined that the system is in good condition.

Janice will have surgery on October 10th and will be out for a few days of recovery time. She requested that the next trustee meeting be held a week early due to her surgery, trustees agreed.

Liz adjourned the meeting at 7:44 PM.

Next meeting: Monday, October 03, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary