

**The Mary E. Bartlett Library**

**22 Dalton Road                      Brentwood, New Hampshire 03833-6000                      (603) 642-3355**

**Tracy Waldron, Chair   Donald Petterson   Marc Wilson   Jim Clark   Liz McConnell  
Alternate Trustees: Lynn Austin   Brian Duffy   Doug Mansfield**

**Meeting Minutes  
Monday, February 11<sup>th</sup>, 2019**

Trustees attending: Tracy Waldron, Jim Clark, Marc Wilson, Don Peterson

From the Library: Janice Wiers

Alternate Trustees: Brian Duffy

Tracy called the meeting to order at 6:02 PM.

- A motion was made, seconded and approved to accept the meeting minutes from Jan. 17<sup>th</sup>.
- Janice delivered the Director's report which this month is combined with the Treasures' report. (See attached.)
  - Janice mentioned that all of our usage statistics are on the rise. She made some changes to how the statistics are presented.
  - There will be STEAM programming for children and teens beginning next month.
  - New patron registrations are increasing, including some long-time residents who have not previously used the library.
  - Janice is taking on online course in assisting parents in enhancing literacy.
  - Rachel, one of the pages, offered a course on paper snowflake making.
  - The program hosted by the Junior American Citizen group was very well attended.
  - The floor downstairs is being stripped and waxed
  - The roofing repair was completed underbudget.
  - Janice met with Janice Miller and Bob Gilbert to discuss wither some materials here at the Library should be kept at the Historical Society. A discussion ensued about the proper roll for the library in housing historical documents and materials. There are more opportunities for collaboration between the library and the Historical Society. There was general consensus that it would be best for the materials be moved to the historical society and if the historical society wishes to make copies, they could be added to the library collection.
  - Jim and Janice presented a revised the way the information in the budget and Treasure's report is structured for the trustees to review.
  - The check and expense reports were circulated.

- Jim asked for authorization to obtain a debit card on behalf of the library and was approved.
- Tracy presented 3 policies for review by the Trustees.
  - The Promotional Photography Policy was reviewed by Doug and Brian for legal points and has been amended. The policy was approved as amended.
  - Computer Use Policy and Wireless Internet Usage Policy were reviewed. Input from Doug and Brian was reviewed and incorporated. Marc suggested that the two policies be combined into one document due to the overlap in intent. The policies were approved as amended.

Tracy mentioned that Jim is running for re-election as a Library Trustee.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 7:09 pm.

**The next scheduled Trustee meeting will be March 18<sup>th</sup>, 2019 at 6 pm.**