

**Trustees of
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, October 15^h, 2018**

Trustees attending: Tracy Waldron, Liz McConnell, Jim Clark, Don and Marc Wilson

From the Library: Janice Wier, Heather Lindsay

Alternate Trustees: Brian Duffy

Others: Bob Gilbert. Lenore Smith, for the Friends of the Library

Tracy called the meeting to order at 6:07 PM.

A motion was made, seconded and to approve to accept the minutes of the meeting of Aug 20th, 2018.

Director's Report

- Janice delivered the Director's Report. (See attached)
- A discussion ensued about the extent of use for Wowbrary.
- Janice discussed the meeting with the library staff about Atrium and how to account for books that are used in-house but are not checked out. The plan is to better be able to track the actual use of books.
- Janice described OPAC Unbound which is an enhancement to Atrium that gives much more detailed information about books. The cost is \$900 annually compared to the current version which is \$600. The consensus of the discussion was that the added features would greatly benefit patrons and enhance the efficiency of the staff.
- Other fees discussed for next year's budget are for Wowbrary and internet usage.
- A discussion ensued about whether there are lines in the budget where reductions might be made. Janice presented a report of the budget status to date.
- Janice reported on our efforts in the Library Card Challenge. Although we had 50 new patrons sign up for library cards, it was not 1st place. She discussed plans for next year.
- Janice was able to a get quote for the roofing leak.
- Janice presented quotes to repair the amphitheater. A discussion ensued about the relative merits of various materials. A discussion was had about how much the amphitheater is used and whether there might be other uses that would be less expensive. Janice will contact landscape architects. There is also a concern that the concrete floor with the drain is beginning to deteriorate and needs to be sealed. Bob volunteered to look into this.

Treasurer's Report

- Jim led a discussion about next year's budget. There may be a remainder of \$23k at the end of the year because the salary line was not fully spent.
- There was a discussion about whether it is appropriate to use the remainder to cover the cost of the roof repair. Tracy will
- A motion was made, seconded and approved to empower Jim and Janice to develop next year's budget up to a maximum of \$250,000, pending the final review of the Chair of the BOT.

Old Business

- No old business

New Business

- Janice mentioned that "The Snake Lady" offered to attend the Boo Bash for photo opportunities. A concern was raised about liability. Janice will inquire about whether she has insurance.
- Janice asked if it is appropriate to place Unicef coin boxes at the circulation desk. The board agreed that it is.
- Janice brought up the issue that the library credit card has a limit of \$500 and is actually the town's card, not the libraries. A discussion ensued about whether a card can be issued for the library.
- Tracy presented to policies for the BOT to consider; "Privacy Policy" and "Library Website Policy." A motion was made, seconded, and approved, pending minor grammatical corrections.

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A motion to adjourn was made, seconded and approved. The meeting adjourned at 8:01 pm.

The next scheduled Trustee meeting will be November 19th, 2018 at 6 pm.