

**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, December 17<sup>th</sup>, 2018**

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

From the Library: Janice Wiers

Alternate Trustees: None

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

A motion was made, seconded and approved to accept the meeting minutes from Nov. 17<sup>th</sup>.

Janice delivered the Director's report. (See attached.)

- Janice mentioned her concern about communication difficulties with town offices regarding the logistics of switching to a new propane provider. It is not clear if or when the tank will be replaced and whether we should be letting it get down to the 5% full level necessary to remove it. Another concern was a miscommunication about the open enrollment deadline for benefits.

Jim presented the Treasures report. The check and expense reports were circulated. Some remaining funds from the 2018 budget are being encumbered for necessary repairs.

Tracy presented 3 polices for review by the Trustees.

- Regarding the need for Promotional Photography Policy, Janice mentioned that Doug had previously expressed his opinion that a blanket statement that attendance at an event is tacit permission to be photographed is inadequate. The Trustees discussed the draft of a proposed policy that would ask attendees of each library to sign a consent if they were willing to be photographed. Further review of this policy will be tabled until one of Trustees with a legal background is in attendance.
- The Board reviewed the Staff Social Media Policy. Marc suggested removing language that was about procedure rather than policy and questioned whether use of the word "Staff" in the title of the Staff Social Media Policy was necessary. A motion was made, seconded, and approved to accept the policy with those two revisions.
- Regarding the Confidentiality of Information and Computer Use Policies, Marc suggested that the two aspects be considered as separate policies. A question was raised about the

current status of the PATRIOT act regarding libraries. Further review of this policy will be tabled until one of Trustees with a legal background is in attendance.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 7:07 pm.

**The next scheduled Trustee meeting will be January 14<sup>th</sup>, 2019 at 6 pm.**