

**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, November 19<sup>th</sup>, 2018**

Trustees attending: Tracy Waldron, Liz McConnell, Jim Clark, Marc Wilson  
From the Library: Janice Wiers  
Alternate Trustees: Brian Duffy

Tracy called the meeting to order at 6:09 PM.

A motion was made, seconded and approved to accept the meeting minutes from Nov. 5<sup>th</sup>.

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

- Janice mentioned several holiday related programs that will occur in December.
- Painting on the building started but was questioned by a selectman due to the low temperature. The job will be completed as soon as the weather permits.
- Pride roofing has scheduled the roof repair for December-January. They will try to repair a spot that leaks ASAP.
- Janice received quotes for cleaning/stripping the floors downstairs and cleaning carpets, and for sealing the cement area of the amphitheater. Janice will check on references on previous work done for the town. The Trustees voted to authorize Janice and Tracy to decide. Janice will contact the selectmen to discuss whether they would authorize funds from the capital reserve. Otherwise, we will encumber unused funds from the salary line.
- Janice will contact the DOT to look into getting a road sign posted on Rt. 125 to point to the library.
- Janice is reviewing usage of magazines and will make decisions about subscription renewals accordingly.

Jim presented the Treasures report. The check and expense reports were circulated. Jim commented that the budget presentation to the selectmen went very smoothly.

Tracy presented 5 polices for review by the Trustees.

- Brian recommended combining the Use of Weapons policy with the Behavior policy.
- A discussion about whether background checks should be required of volunteers. It was agreed that generally background checks are not necessary unless the volunteer will be working with children without a library staff person present.

- Brian made several suggestions for legal language to be added to the policies. Suggestions for minor edits we made.
- Motions were made, seconded, and passed to adopt the edited versions of the Volunteer Policy, the Emergency Closure Policy, and the Bulletin Board Policies.
- A discussion about the Public Use of Photographs explored issues and concerns about how to get consent. It was agreed that more research needs to be done.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 7:52 pm.

**The next scheduled Trustee meeting will be December 17<sup>th</sup>, 2018 at 6 pm.**