**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, May 20th, 2019**

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

From the Library:    Janice Wiers

Alternate Trustees: Brian Duffy, Lynn Austin

Tracy called the meeting to order at 6:05 PM.

A motion was made, seconded and passed to accept the meeting minutes from April 15th.

Janice delivered the Director’s report which this month is combined with the Treasures’ report. (See attached.)

* Janice met with the Librarian and a teacher at the Cooperative High School. They discussed ways to increase the use of the library by students and the fact the MEB library is a school bus drop site. A motion was made, seconded and passed to allow students from other towns in the cooperative to check out library materials.
* Janice discussed a plan for creating a more separate young adult space in the current staff room.
* Janice distributed the budget run for the month and the check register for the Trustees signatures.

Tracy asked Janice to discuss employee reviews. Janice modified the staff review forms to be competency based. The staff received it favorably.

Tracy brought forward several library policies for review by the Trustees:

* The Art Display policy and application. Revisions to the policy recommend by Doug and Brian were discussed. A motion was made, seconded, passed to approve the revised policy and related forms.
* The 3D printing policy. Lynn presented a model to determine a fee structure to recoup costs. Tracy, Janice and Heather will meet to set an appropriate fee per use.
* Code of Ethics. A motion was made, seconded, and approved to revise the policy based on revisions suggested by Brian.
* Collection Development policy. Tracy asked whether there needs to be a section on gifts and donations. Marc suggested that the collections policy should refer to the donation policy but not duplicate the language. Tracy suggested that the policy should state that donations will be evaluated for inclusion in the collection based on the same criteria used for purchased. A motion was made, seconded, and passed to approve the revised policy.
* Circulation Policy. A motion was made seconded and passed to approve the policy with the addition of allowing students from other schools in the cooperative.

New Business.

* Non-Brentwood resident card fee. A discussion about the value of library usage ensued. A motion was made, seconded, and passed to raise the fee to $50.
* Parking. Parking is problematic, especially when town recreation events are being held. A discussion about whether non-library events should be held in the field during hours when the library is open and/or if we should require that the event sponsor have a parking attendant. Janice will meet with the Recreation Director to work out a solution.
* Dress policy. Tracy and Janice will meet to develop a business casual dress code appropriate to the library.
* Janice is getting a quote for construction for the Children’s Librarian’s desk.
* Janice is getting a quote for a new printer service that will result in a cost savings. Janice will get feedback from other area libraries about their experience with the company.
* Janice discussed making the Peace and Justice meetings a library sponsored event. The trustees approved this idea.
* Tracy mentioned that she will be sending the Trustees a form to review Janice performance evaluation.
* Tracy raised the concern that the town does not track vacation or sick time for library employees. The town will be changing the policy to allow for PTO to accrue during the 6 months probationary period. Further discussion was tabled until the next meeting.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 8:33 pm.

**The next scheduled Trustee meeting will be June 17th, 2019 at 6 pm.**