

DRAFT

**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 21, 2019**

Trustees attending: Tracy Waldron, Liz McConnell, Jim Clark

From the Library: Janice Wiers

Alternate Trustees: Brian Duffy

**1. Call to Order**

Chair Waldron called the meeting to order at 6:07 PM.

**2. Approval of Minutes**

Mr. Clark moved, and Mr. Duffy seconded, to accept the minutes of the September 16 meeting. The motion passed unanimously.

**3. Director's Report**

Director Wiers delivered the Director's Report which is attached to these minutes. The Director's Report compared statistics from the prior year rather than the prior month.

In addition to the Director's Report, Director Wiers brought up the Friends' Craft Fair. She asked whether her (Director Wiers's) sale of homemade crafts at the Fair would constitute a conflict of interest. The Trustees determined that as long as Director Wiers participated on her own time, it would not pose a conflict.

The Trustees agreed to a request by Geraldine Tilley to use the library as a collection and storage point for materials collected for homeless veterans. The library had done so the previous year.

**4. Old Business**

Director Wiers reported that work on the rook would begin during the week of 10/28 and that she had received a quote for work on the rest of the roof. Director Wiers also mentioned that Town manager Clement had asked for estimates on potential capital projects prior to the beginning of the year. Mr. Clark noted that not all projects are foreseeable, the roof project being one such example.

The Trustees agreed to table Amphitheatre re-design until 2020. Nothing could be done during the winter and there is no funding for a redesign at present.

## **5. Budget**

Mr. Clark and Director Wiers submitted the 2020 budget to the Select Board on October 18<sup>th</sup>. A meeting is scheduled with the Select Board on December 3<sup>rd</sup> to discuss the proposed budget. Mr. Clark noted that the budget does not reflect a 0% increase on the prior year, largely due to a \$1,000 per month IT support charge. Other town departments pay for IT support from the same vendor at the same rate. The library had not yet incurred this expense because a private donor had paid for computer upgrades and IT support for the prior year. Mr. Clark and Director Wiers will investigate alternative IT support services at lower costs.

Mr. Clark also noted that the Select Board had asked for a budget number without benefits costs based on the fact that town departments do not have control over benefits costs. Director Waldron mentioned that the town manager should ensure that any effort to calculate a budget number without benefits costs should account for the \$700 difference between the \$1,300 the town pays employees who do not take health benefits and the \$2,000 the library pays people who do not take town benefits.

## **6. Upcoming Items**

The Board and Director Wiers settled on holiday schedules for Thanksgiving and Christmas. The library will close at 3 pm on the Wednesday before Thanksgiving and remain closed on Thanksgiving and the following day, reopening as normal on Saturday. The library will close at 3 pm on Christmas Eve and remain closed on Christmas and the following day, reopening as normal on Thursday.

Director Wiers highlighted that the library will be hosting a former Caldecott award winner in November.

Mr. Clark moved, and Mr. Duffy seconded, to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 6:55 pm.

**The next meeting will take place on November 18, 2019 at 6 pm.**

Respectfully Submitted,

Brian Duffy