



## Trustees of The Mary E. Bartlett Memorial Library



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Liz McConnell, Chair James Clark, Treasurer Tom Walker, Secretary Erin Staffiere Melody Santos

### Meeting Minutes

Monday, February 14, 2022

Trustees attending: Liz McConnell, James Clark, Tom Walker, Erin Staffiere, and Melody Santos

From the Library: Janice Wiers - Library Director, Kiki Donis-Wahl - Assistant Director/ Youth Librarian.

Others: Alternate trustees: Melissa Bertoulin.

From the public: None

Liz McConnell called the meeting to order at 6:08 PM.

#### **APPROVAL OF MINUTES:**

On a motion from Melody, with a second by Erin, the amended January minutes were unanimously accepted. Liz - aye, Jim - aye, Tom - aye, Erin - aye, Melody - aye.

On a motion from Erin, with a second by Jim, the January Nonpublic minutes were unanimously accepted. Liz - aye, Jim - aye, Tom - aye, Erin - aye, Melody - aye

#### **DIRECTOR'S REPORT:**

Janice submitted her director's report to the trustees in advance of the meeting as usual for review. Also included were the assistant director's report, check register, profit and loss statement, and salary report. Website traffic, and social media followers continue to grow. There were 536 in-person visits this month, despite having two holiday closures, two snow days, and 5 Sundays. There were 11 new adult library card holders added. 10 adults and 1 child. 155 books and 50 other media were added to the collection in February. The town CPR training was not attended as masks were not required and not all staff were comfortable being in such close proximity to unmasked individuals. The library will schedule CPR training in the spring. The newsletter open rate was nearly 50% this month, a large increase over previous months. The Automated External Defibrillator was temporarily removed from the library as it's battery has died, due to Covid supply chain issues a new battery can not be currently sourced. The circulation desk has a new computer, which is speeding up check out times. Monarch Electric returned to install two more floor outlets in the main room. The Annual Town Report is submitted and Janice is working on the State's Annual Report. Craft classes have been very popular so that will be the focus of upcoming programs. The Brentwood Gardener's will be hosting a Pollinators for Gardens and a Wings at Night programs in the next few months. Janice participated in a zoom meeting with Congressman Pappas and talked with him about our Meeting Owl Pro and it's

upcoming use on Candidate's Night and thanked him for his ongoing support of libraries. Staff reviews are done for the year, each staff member set goals for the coming year. The library now has a wheel chair for use by patrons with accessibility issues. Janice has a meeting scheduled to look at other ways we can become a universally-designed library.

#### **ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:**

A new six week session of storytime has started. The three morning sessions are already filled. The 6 week story time is wrapping up. The A Movie Night teen bag was a big hit with 23 teens participating. Half took out a DVD movie from the library, with the remainder choosing to stream their own. Melody expressed thanks to Kiki for her creativity and hard work and to the Friends of the MEB Library for funding this unique program. 26 families signed up for the STEAM kit which contained materials to make ice orbs, ice orb bird feeders, and ice orb suncatchers. The passive programming in the children's room is being well received. Activities include ink stamping, interactive puzzles, and other challenges. The community collaboration tree project this month is decorating a mitten. February drop in craft day will be on Wednesdays this month.

#### **TREASURER'S REPORT:**

Expenses are running as expected. We were overcharged for propane and will be receiving a credit from them.

Trustees each signed the January check register which was sent ahead of time by email and was available for review at the meeting. The Gilbert Tuck Memorial Fund already has \$725 given in his memory.

#### **PUBLIC COMMENT:**

There were no representatives from the public.

#### **OLD BUSINESS:**

**Covid response:** With the Omicron variant numbers rapidly declining trustees decided to go back to optional mask wearing for staff and patrons who are fully vaccinated.

#### **Policy Review:**

The most pressing have already been completed. Behavior Policy is up next, Erin volunteered to help Janice look at it, proposed changes will be brought to next month's meeting for review.

#### **NEW BUSINESS:**

**Amphitheater:** The amphitheater capital reserve fund warrant article was well received at the Budget Committee and Select Board meetings. They will both be recommending the warrant article on the upcoming ballot. The vote will be held at the Town Meeting on 3/12/22 which is being held at Swasey Elementary School. Janice reached out to Wayne Robinson about fencing the Amphitheater for safety. He informed her that he didn't have enough fencing for the project so Janice purchased the snow fencing material from Tractor Supply. It will be installed when weather permits.

**Candidates Night:** Candidates night for the upcoming town elections will again be hosted at the library. It will be held 2/24/22 at 6 PM with candidates socially distanced in the library. The public will be able to access the event via Zoom. Each of the 26 candidates will present a prepared statement and be available for public questions. Candidates can unmask while speaking at the podium. A separate space will be made available for candidates wishing to remain unmasked

throughout.

Liz adjourned the meeting at 7:25 PM.

**Next meeting:** Monday, March 14, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary