



## Trustees of The Mary E. Bartlett Memorial Library



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Liz McConnell, Chair Melody Santos, Treasurer Tom Walker, Secretary Melissa Bertoulin Megan Schneider

### Meeting Minutes

Monday, October 16, 2023

Trustees attending: Liz McConnell, Tom Walker, Melody Santos, Melissa Bertoulin, Megan Schneider

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

#### Others:

Alternate Trustees: Susan Lunn, Kristen Goodrich, LeeAnn Kane

Public: Tracy Descoteux representing the Friends of the library

Liz McConnell called the meeting to order at 5:35 PM.

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

On a motion from Melody, with a second by Megan the 9/11/2023 meeting minutes were unanimously accepted with. Liz - aye, Melody - aye, Megan - aye, Melissa - aye, Tom - aye.

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

#### **DIRECTORS REPORT:**

Janice submitted her Director's Report to the trustees in advance of the meeting as usual for review. Also included were the Check Register, Profit and Loss Statement, Salaries Report. There were 904 in-person visits this month, with 1251 visits to the library website. Facebook followers increased by 5 to 725. There were 41 new library card holders added, 16 adults and 25 children. 174 books and 41 other media were added to the collection this month. There were 527 Libby and 292 Libby digital borrows. 35 patrons took 67 courses through Udemy. The programs offered this month were Owls in New England and an author visit from Wayne Miller. Patron visits were down this month, but offset with an increase in digital borrows. Janice thinks the change in pattern is likely due to school starting up and to finally getting a break from all the rain in previous months. The library began issuing overdue notices for the first time since the start of the pandemic. There will be three email reminders followed by a mailed letter for those that don't use email or seldom check it. A new five year contract was signed with Connected Office Technologies for automated toner refills, maintenance, and technical support for the printer. There was an increase

of \$21 per month over the last contract. Kenneth Wing, activities director for the Rockingham County Nursing Home accepted some audio books that were being removed from the library collection. The home now has a library card to keep track of borrowed books. Low Carbon Landscaping, LLC performed clean up work on the library's landscaping. They generously donated ½ hour of landscaping for each paid hour. The gardens are looking much better already and will eventually be handicapped accessible.

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

Kiki submitted her report in writing prior to the meeting. A new storytime program started up with three weekly sessions, one specifically for toddlers. Seven apple themed craft kits were given out. Little Kids Yoga, taught by Rachel Brown is a new monthly program for children ages 3-5. Kiki would like to expand the popular program to older school aged children. Katie Coppola facilitated the young adult book club. Kiki has been upgrading the Youth and Kid's Room pages on the website. 40 Swasey School Kindergarteners toured the library with teachers and paraprofessionals. Many of the kids already had library cards. Second graders will visit later this month. The LEGO Club is starting again October 5th. Kiki would like to thank the Friends of the library for supporting the return of the always popular Cooking with Chef Misa program.

#### **OLD BUSINESS:**

Five contractors came to the pre-bid meeting for the amphitheater project. The bid forms and information can be found under the amphitheater tab on the library website. Bids are due October 27th, Trustees will pick the winner November 6th, all monies from grants and donations will be transferred to the town at the November 7th Select Board meeting for dispersal. Work is expected to start on the project November 13th to be completed by May 5, 2024. Freshwater Farms is offering wholesale pricing on trees, the owner is also donating \$1000 to the project which will offset most of the cost for them.

An ad was placed for a new Library Assistant.

#### **NEW BUSINESS:**

Janice passed around a blank copy of the staff evaluation form for review. Liz will email an evaluation form to trustees for Janice's evaluation.

The Friends of the library have donated 20 new chairs, four per table in the main room. The new chairs should arrive in 8-10 weeks. Trustees discussed selling the usable old chairs to the UNH Library who have similar chairs already.

The Rec Center will be hosting a Fall Fun Run on November 4th - rain date November 18th. The run will start at Swasey Elementary and end at the library. A BYOB celebration will be held in the field behind the library after the event. Brentwood Police will provide a security detail and Brentwood Rec will supply a port-a-potty. As the event is during library hours all runners will park at the school.

The temporary safety fencing for the amphitheater is being rented for three more months. The cost is \$446, a large discount off their regular pricing.

Library staff will have an off-site luncheon paid for by the Friends group. While out they will visit Staples to pick out new office chairs.

Immediately following this meeting Liz McConnell was presented with the Lillian Edelman Trustee of the Year Award from the New Hampshire Library Trustees Association. The award is presented to a NH public library trustee who has contributed to their library in an extraordinary way. Congratulations Liz!

Liz adjourned the meeting at 6:48 PM.

**Next meeting:** Monday, November 13, 2023 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary