



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, September 11, 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: None

Liz McConnell called the meeting to order at 6:04 PM.

APPROVAL OF MINUTES:

On a motion from Melody, with a second by Liz the 8/14/2023 meeting minutes were unanimously accepted with. Liz - aye, Melissa - aye, Tom - aye, Melody - aye, Megan - aye.

CORRESPONDENCE:

Kevin Johnston's Lawyer sent a sample agreement of understanding regarding Mr. Johnston's donation to the amphitheater. Trustees discussed and approved wording of the agreement to be sent back to the lawyer for final approval of Kevin Johnston.

Jack Mitchell Chair of the Budget Committee emailed Janice asking if the library would like to be included in the CIP workgroup agenda. Janice said yes.

CertaPro Painters submitted a proposal for interior and exterior painting, as well as lead abatement. Trustees discussed and agreed that these projects would be included in future budgets.

Ironwood Design Group sent an invoice for the next installment of work completed to date.

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, and an updated Library Assistant Job Description. Website traffic, and social media followers continue to grow. There were 1124 in-person visits this month. There were 893 visits to the library website. Facebook followers increased by 9 to 720. There were 14 new library card holders added, 14 adults and 0 children. 146 books and 63 other media were added to the collection this month. The meeting room was used 13 times this month. Udemy Business was experiencing technical difficulties so usage statistics were not available in time for this report. Gabby Kelly from the Budget Committee has set up a framework for budget reporting from the library. This was done in an effort to create an easy to update format for the budget committee. A staff member from Representative Chris Pappas' office visited the library on August 23rd to answer questions. Liz and Janice asked about possible grant assistance for a future elevator project. Janice raised concerns about propane billing, she will look into it further and update the trustees with her findings. Skip Belanger and Ralph Murphy created a tribute to George Beyea, who donated a large amount towards the first addition to the library, which was installed by Janice. Skip and Ralph are planning a news article and photo op at a later date. Restore My Floor cleaned the library carpets this month.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki submitted her report in writing prior to the meeting. The Kid's room was cleaned up and reorganized. A story walk was installed with support from the Friends of the Library and with help from Acadia Smith. It will remain on display throughout the fall. The Friends also purchased eight Adirondack chairs for the front lawn to encourage people to stay and enjoy the library grounds. A MEB Youth page was added to the library website to provide information about youth programming and links to sign up. Swasey Kindergarteners will visit the library on September 28th. Sue Mayo's second grade class would like to visit also. The Friends of the Library will be funding four sessions of Cooking with Misa starting October 16th. This is a very popular program that is often fully booked. The program will be held in the basement.

OLD BUSINESS:

There is no new information on possible grants and donations.

The Braver Angels - Skills to Bridge the Divide program was well attended and had a decent split between town residents from both sides of the political spectrum. Reportedly it was felt to be a good start to a much needed conversation.

NEW BUSINESS:

Janice discussed the possibility of adding a third Library Assistant as it is sometimes hard to fill required shifts with the hours the current two Assistants would like to work.

Kip Kaiser visited the library to view the condition of the front entrance deck as well as the rear entrance steps. Janice will get quotes for these projects and they will be added to the Capital Improvement Plan.

Ken Wing is the new Activities Director at the Rockingham County Rehabilitation and Nursing Center. He is requesting a library card to set up a library delivery service for Center residents. Trustees agreed this is a good use of library resources and approved of the plan.

Liz adjourned the meeting at 8:02 PM.

Next meeting: Monday, October 16, 2023 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary