



Trustees of
The Mary E. Bartlett Memorial Library
22 Dalton Road Brentwood, New Hampshire 03833-6000 (603)



642-3355

Tracy Waldron, Chair James Clark, Treasurer Lynn Austin, Secretary Liz McConnell Tom Walker

Meeting Minutes
Monday, Nov 2, 2020

Trustees attending: Tracy Waldron, Jim Clark, Lynn Austin, Liz McConnell, Tom Walker

From the Library: Janice Weirs, Library Director; Heather Lindsay, Assistant Director/Youth Services Librarian

Others: None

NOTE: The trustee meeting was held inside the library. Social distancing was practiced, and everyone wore masks. The public was invited to attend via the Zoom meeting link provided.

APPROVAL OF MINUTES:

On a motion from Lynn, with a second by Tom, the October public meeting minutes were unanimously approved as originally drafted.

DIRECTOR'S REPORT:

Janice reviewed highlights of her report, which the trustees had received prior to the meeting per usual. Janice commented that she is pleased to see an increase in library services and materials being utilized. She mentioned the knitting group had recently met in the lower level of the library and that they social distanced; this was their first meeting in the library since COVID. Janice stated that, since the library operating schedule and services are more regular, she is going to reduce the MEB update e-newsletter which had been launched when the pandemic began to bi-monthly from weekly. It was noted there is already regular monthly email and social media messaging to patrons and the community about new library books and movies, library programs and activities.

ACTION: Janice to double-check that the "In Case You Missed It" auto-repeat send of the e-newsletter is only being sent to folks who didn't open the email when it was initially sent.

Discussion followed regarding the November staff schedule. Tracy asked why Heather is only scheduled to work 35 hours per week in the library when she is salaried to work 40 hours per week. Janice and Heather both replied that Janice has permitted Heather to work 5 hours per week from home. Tracy asked why Katie seems to have a regular weekly schedule when the board approved her to be hired on a fill-in, as needed basis. Janice stated she has been scheduling Katie for more hours because one of the Library Pages has returned to school. Tracy asked if Janice was planning on scheduling that Library Page to work when they are home from college. Janice said yes, she is going to schedule that Library Page over the holidays.

ASSISTANT DIRECTOR/YOUTH SERVICES LIBRARIAN REPORT:

Heather reviewed her inaugural monthly report which was handed out at the meeting. The board had no questions. Heather asked for the board's input on how best to address confusion that arises when Kingston Library promotes their programs on Brentwood Talks Facebook page. She noted their programs are sometimes offered at the same time or on similar topics as MEB's. Discussion followed.

Having asked for feedback on the focus and content of her report, it was suggested that her December report provide some insight into how much time she spends in each of the various areas of her work; it's understood that these areas can overlap and that the board isn't looking for exact break-downs, just a general idea in order to gain

better insight into Heather's impact in library operations, as well as duality of her role. The board thanked Heather for providing a monthly report about her work.

ACTION: Heather to give the board an idea of how her time is spent in a typical work week in her next month's report.

TREASURER'S REPORT:

The trustees each signed the October check register which was available for review on a central table.

Discussion moved to the 2021 operating budget, during which Jim and Janice provided insights into the various line items and any changes in line item amounts. It was noted that there are 53 weeks in 2021 rather than 52, and this will result in the payroll line being increased by 1.9% automatically, excluding any salary increases. The budget committee had requested that operating budgets for 2021 reflect no more than a 3% bottom line increase; our 2021 budget aligns with that request. Discussion followed with lots of Q&A.

MOTION: On a motion by Tracy with a second by Liz, the board unanimously voted to approve the 2021 operating budget in the amount of \$251,401.60

ACTION: Janice to contact Comcast about the monthly fees the library is paying. It was noted that the library receives two different invoices from Comcast each month, and perhaps they aren't extending a "bundled" discount to the library for their services.

Discussion moved to the proposed revised staff job descriptions that Heather and Janice developed and presented to the board for approval. These revised job descriptions were submitted to the board prior to the meeting. Lengthy discussion followed in which concerns were expressed to Heather and Janice about the title changes, and the narrowly defined job descriptions which seem at odds with the board's established goals for having a library staff that is cross-trained in and performing the daily tasks needed for the library. It was stated that having a different job title for each person with a focus of work unique to them is antithetical to cross training and having everyone share in cataloging books, ILL, shelving books, fulfilling curbside orders, etc. An even greater board concern is that it puts the library at risk when/if a staff member who had been handling that one area leaves or retires from the library. It was stated that the board is already too experienced and familiar with that situation and made the decision three years ago that cross training is a necessity and having an employee handle only one area is to be avoided. Tracy stated that feedback from this year's staff evaluations had specifically referenced the "division of labor" and concerns related to it, including concerns about reluctance of staff to pitch-in in areas to which they were not "assigned".

The board also stated that our staff is much too small to have a "pigeon-holed/narrow" focus and a different job title added on to "Library Assistant" as a "specialty" area. While the board understands and supports the need to nurture talent, career growth needs to be justified and realistic within the limits (size) of the library operation, and subject to board approval.

It was noted that when Janice had mentioned wanting to update the job descriptions, the board thought it was about revising them in terms of new technology or new skills that needed to be added to the existing Library Assistant and Library Page roles. Creating different job titles for each staff member and creating a narrow focus for their work was not mentioned. The board thanked Janice and Heather for their efforts, and encouraged them to save these documents for potential use in later years should opportunities arise that warrant them, but did not accept their proposed descriptions and title changes.

ACTION: Janice and Heather to update the existing Library Assistant, and Library Page job descriptions as needed with no specialized job title changes and present them to the board at the December meeting.

ACTION: Janice to ensure that staff are continuing to be cross-trained and that their shift assignments allow for hands-on experience and skill acquisition in various libraries duties as discussed.

The library's newly drafted Pandemic Policy was reviewed and discussed, paragraph by paragraph, with board members, Janice and Heather all contributing editing suggestions.

ACTION: Tracy to update the Pandemic Policy draft as per the changes/edits discussed.

MOTION: On a motion by Lynn, with a second by Liz, the board unanimously adopted the pandemic policy on 11/2/2020 with the edits/changes discussed.

ACTION: Janice to locate our existing COVID 19 Illness Policy.

At 7:35 PM, Tracy stated that we need to go into nonpublic meeting session to discuss topics related to NH RSA Section 91-A:3, II (a). The Zoom link was terminated.

At 7:35 PM, on a motion by Lynn with a second by Tom, and all ayes – Tracy, Lynn , Liz, Jim and Tom – the board went into NonPublic Meeting Session per NH RSA Section 91-A:3, II (a)., with Janice and Heather in attendance.

At 8:06 PM, on a motion by Lynn with a second by Tom, the board came out of Nonpublic Session and voted to seal the nonpublic minutes. All ayes – Lynn, Tracy, Jim, Liz, and Tom.

At 8:06 PM, Tracy stated that we need to go into another nonpublic meeting session to discuss topics related to NH RSA Section 91-A:3, II (a) and (c), this time without Janice and Heather. Janice and Heather were excused for the evening and departed the meeting.

At 8:07 PM, on a motion by Lynn with a second by Tom, and all ayes – Tracy, Lynn , Liz, Jim and Tom – the board went into NonPublic Meeting Session per NH RSA Section 91-A:3, II (a).

At 9:55 PM, on a motion by Lynn with a second by Tracy, the board came out of Nonpublic Session and voted to seal the nonpublic minutes. All ayes – Lynn, Tracy, Jim, Liz, and Tom.

At 9:55 PM, Tracy adjourned the meeting.

Next meeting: Monday, December 7, 2020 at 6:00 PM. Meeting location is inside the library for the trustees. Since the library is limiting the number of people inside the library at one time, the public may join via the Zoom link that will be provided in the meeting notice.

Respectfully submitted,

Lynn Z. Austin

Board Secretary