



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 Greg Coppola
Tom Walker, Alternate

Meeting Minutes Monday, Oct 5, 2020

Trustees attending: Tracy Waldron, Jim Clark, Lynn Austin

Alternate Trustees attending: Tom Walker

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

Others: Bob Mantegari, BOS, library liaison

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. Heather joined the meeting via Zoom.

Tracy called the meeting to order at 6:06 pm.

Tracy announced that Greg notified her that he needs to step down from the board due to work-related time constraints by he and his wife, and the need to spend more time with his growing family. She read his resignation letter to the board. She said that she had replied to him thanking him for his time and energy.

MOTION: On a motion by Tracy with a second by Tom, the board voted unanimously to accept Greg's resignation effective immediately.

MOTION: On a motion by Lynn with a second by Jim, the board voted unanimously to have Tom move from alternate trustee to trustee for the duration of Greg's term.

ACTION: Tracy to send a letter to the BOS requesting Tom's appointment.

APPROVAL OF MINUTES:

On a motion from Lynn, with a second by Jim, the September public meeting minutes were unanimously approved with the changes discussed.

DIRECTOR'S REPORT:

Janice submitted her director's report to the trustees in advance of the meeting per usual for review. She also included the monthly earned time report for her and Heather as a separate document, as well as the check register. Payroll YTD was not available for this meeting, with Janice noting that Karen would be sending it to her.

Tracy asked if there were any questions from the board regarding Janice's August director report; there were none. Tracy asked Janice to highlight one or two items from her report. Janice's highlights included inhouse and curbside figures, and that she was starting to include circulation data again in her reports. She mentioned her pleasure in seeing Facebook posts by a couple of patrons praising the library.

Janice attended the town department head meeting and said that the budget committee wants to see flat budgets for 2021; any salary increases should be between 0-3% overall.

Tracy asked Bob if the town gives COLA increases to town employees each year. Bob replied that the town doesn't do COLA increases; they do merit-based raises based on an employee's past year performance. He said that employees get rewarded for performing their job well, not just for being there another year.

Lengthy discussion followed centering on the town's philosophy of giving COLA vs not giving COLA increases.

It was noted that department budgets will be presented at the Dec 8 BOS meeting.

ACTION: Jim and Janice to present library salary recommendations to the trustees for discussion and board approval at our November meeting.

Janice provided an update on the electronic door opener project. Bob recommended that the library submit the costs for this project through the GOFERR grant.

ACTION: Janice to touch base with Kip and Karen prior to the October 13 submission deadline to see if project costs for this effort can be covered under this CARES Act-related grant.

MOTION: On a motion by Tom with a second from Jim, the board voted unanimously to expend up to \$15,000 to install ADA compliant "automatic pedestrian doors" at the front entrance, pending confirmation from Karen that these costs will be recovered from the GOFERR Grant

TREASURER'S REPORT:

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

Janice stated there is 26.10% left in payroll through year-end and that she sees no danger in payroll going over the budgeted amount. Janice stated year to date we have spent 67% of the operating budget allotted for 2020 library operations overall. She said the budget is in great shape for now through the end of the year.

ACTION: Based on Bob's recommendation, Janice to follow up with Karen regarding the library being reimbursed for the cost of heating filters, and cleaning supplies via the GOFERR grant, noting the Oct 13 submission deadline.

Bob recommended that Janice touch base with Rick Murphy, the town's emergency management coordinator, to have him pick up the COVID safety-related supplies (gloves, masks, sanitizer, etc.) the state of NH is giving out. Bob stated that Rick already does this for the town office, fire department, and police department.

ACTION: Janice to reach out to Rick Murphy.

BOARD BUSINESS:

Tracy distributed the following NHLTA handouts: Responsibilities of the Board and the Library Director, Board Code of Ethics, and Trustee Questions Frequently Asked, stating that she felt these would be helpful for everyone to review since the annual NHLTA conference has been postponed due to COVID. In reviewing the staff evaluations section of the responsibilities document, Lynn asked if the board should also be conducting the performance evaluation of Assistant Director's role; currently Janice evaluates all staff. She said that not all libraries have this role; we intentionally created a dual role of Assistant Library Director/Youth Services Librarian to be a salaried, leadership role designed to facilitate a smooth transition should the Library Director be unavailable. Lynn stated that even though we know Heather has a lot of library experience, in our meetings we don't get to really see her efforts directly enough for us to manage her annual review at this time. Discussion followed regarding ways in which Heather's efforts and contributions in this role could be shared each month with the board so that we could properly recognize and evaluate her contributions throughout the year.

ACTION: Janice and Heather to ensure that Heather's efforts as Assistant Library Director/Youth Services Librarian are part of the library director's monthly report, and that Heather continue to actively contribute and participate in trustee meetings.

ACTION: The board will conduct the performance evaluation for the Assistant Library Director/Youth Services Librarian role beginning with the 2021 annual performance review. Janice and library staff members will be asked to provide the board with their input as part of a 360 degree performance evaluation process.

Conversation pivoted to the employee performance reviews that Janice completed for the staff, including Heather.

Apropos of emailing the completed reviews to board members, Bob cited the right to know laws. Lengthy discussion followed. Janice stated that the Friends of the Library are already using the email addresses associated with MEB; trustees will need to set up their own individual Gmail or other provider account.

ACTION: Trustees to supply Lynn with any changes in their email address for board correspondence. Janice and Heather should continue to use their MEB email addresses.

ACTION: Tracy, Jim, Lynn, Tom, and Liz to come into the library prior to November's board meeting to review the employee evaluations Janice has written for each staff member.

Tracy asked if there were any other questions regarding the NHLTA responsibilities handout. Janice stated that she'd like more clarity on where the line is when the board decides on a course of action that she may disagree with. She said that she doesn't want to appear to be resistant to board directives, and isn't sure how far to push her own perspective. Tracy said this is a good question and that she had wondered the same thing over the last couple of months and that had prompted her to share the NHTLA form which is clear.

Lynn said that the board is responsible for the overall operation of the library - the mission, the hours of operation, curtailing hours or services, establishing operating and staff policies, setting priorities, and has the fiduciary responsibility. She said that the library director role is to implement and execute on the policies and the board directives issued in those areas, and to oversee the daily management of the library and the staff, and to make suggestions and recommendations any of areas that the board is responsible for. She said that the board always welcomes and listens to Janice's input, and often solicits her input in discussions, but that when the board gives Janice a directive or action item in a meeting, it is expected that she will carry that out even if she disagrees. Lynn said that the board isn't always unanimous in our votes or desires, that there have been plenty of time where she didn't agree with a board directive herself, but that we all have the duty to honor the decisions made in our meetings and to be supportive of them publicly. Tracy concurred that our board directives come from our group discussions in our monthly meetings. Tracy said that capturing and reviewing action items in the monthly minutes are important to eliminate any confusion or doubt as to what is expected. Tracy confirmed that Janice should continue to voice her opinions and recommendations in these meetings, and that the board will continue to consider them as always. Janice said that she appreciates the action items in the meeting minutes because they're helpful to her to check off as a to-do list.

At 7:09 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). Janice was excused from the meeting. Via Zoom, Heather was excused from the meeting, and the Zoom link was terminated.

At 7:09 PM, on a motion by Jim with a second by Tom all ayes – Tracy, Lynn , Jim and Tom – the board went into NonPublic Meeting Session per NH RSA Section 91-A:3, II (a).

At 8:21 PM, on a motion by Jim with a second by Tom, the board came out of Nonpublic Session and voted to seal the nonpublic minutes. All ayes – Lynn, Tracy, Jim, and Tom.

At 8:21 PM, Tracy adjourned the meeting.

Next meeting: Monday, November 2, 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