

**Trustees of
The Mary E. Bartlett Library**

22 Dalton Road Brentwood, New Hampshire 03833-6000 (603) 642-3355

Marc Wilson, *Chair* Jim Clark, *Treasurer* Donald Petterson, *Secretary* Douglas Mansfield John Hayes

Alternate Trustees: Lynn Z. Austin, Tracy Waldron, Brian Duffy

Public Meeting Minutes: January 8, 2018

Trustees attending: Marc Wilson, Jim Clark, Donald Petterson, John Hayes, Douglas Mansfield

Alternate Trustees attending: Tracy Waldron For the Library: Kathy Sperounis

Marc called the meeting to order at **6:05 PM**.

The Director gave her report on the Library. Kathy discussed improvements to the Library, including the new roof to be installed, replacement of the staff toilet and the furnace replacement installation. Kathy briefed the Trustees on the issue of obtaining a debit card for use by the Library and the new teen area established at the Library. Upcoming programs include a school scholarship program and fire safety program.

A discussion was had regarding Joyce Millers retirement and her last day having been December 22, 2017.

MOTION: At 7:30 PM, Jim made a motion which was seconded by Don to accept the 12/18/17 public minutes as written. Motion passed by unanimous vote.

MOTION: At 7:30 PM, Jim made a motion which was seconded by Don to accept the 11/20/17 non-public minutes as written and to seal the nonpublic minutes. A roll call vote was taken: Marc – aye; Jim- aye; Don – aye; Doug – aye; John – aye. Motion passed by unanimous vote.

Jim Clark explained that there would not be a treasurer’s report at tonight’s meeting. A further discussion was had regarding the obligation to return certain unexpended funds from the prior fiscal year to the Town.

A brief discussion was had regarding the process of sealing and unsealing non-public meeting minutes. Marc discussed the Board’s meeting with the Budget Committee and that he thought it had went well.

A lengthy discussion was had regarding the position of the Children’s/Young Adult Librarian position and the corresponding job description and draft advertisement for the position. Tracy explained the rationale behind the title, and the position’s role in the absence of the Library Director. The position has supervisory responsibilities and is considered “exempt” under the Fair Labor Standards Act. Various recommendations were made to improve the job description, which are to be made by the Library Director.

Under New Business the Trustees discussed Joyce Miller’s retirement and the wish to honor and thank her for her dedicated service to the Library over the past 23 years. The idea of an open house was discussed, with Kathy agreeing to organize such an event.

The Trustees discussed the passing of Gene Orcutt and recognized his service as a Library Trustee.

A brief discussion was had regarding the status of HB 561 within the State Senate.

Marc reminded the Trustees that the Town election is coming up and two trustee positions will be filled by this new election.

MOTION: At 7:45 PM, Don made a motion, seconded by Jim to adjourn the meeting.
Motion passed by unanimous vote.

Respectfully submitted, Douglas Mansfield