



Trustees of The Mary E. Bartlett Memorial Library

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



Liz McConnell, Chair James Clark, Treasurer Tom Walker, Secretary Erin Staffiere Melody Santos

Meeting Minutes

Monday, January 10, 2022

Trustees attending: Liz McConnell(via Zoom), James Clark, Tom Walker(via Zoom), Erin Staffiere(via Zoom), and Melody Santos

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

Others: Alternate trustees: Kristen Goodrich(via Zoom), Melissa Bertoulin(via Zoom), and Susan Lunn.

From the public: None

Liz McConnell called the meeting to order at 6:09 PM.

APPROVAL OF MINUTES:

On a motion from Liz, with a second by Erin, the December minutes were unanimously accepted. Liz - aye, Tom - aye, Erin - aye, Melody - aye, Susan - aye. Note: Jim abstained because he was not present at that meeting.

Note:

Due to the current state of the Covid Omicron outbreak with widespread community transmission and infection the chair decided this meeting should have a Zoom option for trustees. Immediate action was required to meet the deadline for filing a Town Warrant Article. The change was posted on the library website 48 hours before the meeting. All votes taken during the meeting were role call votes. This decision was made under RSA 91-A:2 III (b).

DIRECTOR'S REPORT:

Janice submitted her director's report to the trustees in advance of the meeting as usual for review. Also included were the assistant director's report, check register, profit and loss statement, and salary report. Also included were several draft policies that Janice, Kiki, and Liz worked on. In-person visits, website traffic, and social media followers continue to grow. There were 844 in-person visits this month, despite having three holiday

closures. There were 9 new adult library card holders added. 130 books and 49 other media were added to the collection in December. Circulation was only 197 items off from pre-pandemic totals. The Vaccine Van was a huge success with 129 individuals receiving shots. Janice expressly thanked Liz for all her efforts before and during the event. Ken Christiansen, Select Board Chairman, wrote a note thanking Janice and her "very loyal staff" for the event. The town will be holding mandatory CPR training on January 22, 2022. The trustees agreed that the library will be closed for the day to allow staff to attend this important event.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

The 6 week story time is wrapping up. In lieu of craft bags there were drop-in crafts this month with a different theme each week. There was good participation and interest. Kiki will plan more after school drop-in crafts throughout the winter. PJ Night by the Fire went well, Janice and Kiki read stories, Maria Votto read from her book *The Night the Reindeer Came to Play*, and sang with her guitar. Children did crafts and received a stocking filled with fun items. January craft kits will have a STEAM theme. Teen bags will have a Movie Night theme with hot cocoa and fuzzy socks for curling up with a movie or good book. Story time will resume on January 18th with 4 morning options.

TREASURER'S REPORT:

The year ended with \$4,601.38 left in the operating budget. The BOS approved the encumbrment of \$4,500 for possible legal fees, leaving \$101.38 returning to the general fund. The year ended with \$2,668.32 left in the salary budget, which will also be subsumed in the general fund. The 2022 budget has been set up in QuickBooks. Spending will be conservative in the first few months, based on last year's budget, in the event that our proposed budget is not passed as written. The public hearing for the town and school budgets will be on Wednesday, February 9th. Janice encouraged trustees to attend this important opportunity to speak on the library's behalf.

Melody made a motion, seconded by Jim, to ask the select board for approval to use impact fees for the purchase of movable, adjustable furniture for the children's room. The flexibility offered by this new furniture will be needed as the town population grows. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

The in-person trustees each signed the December check register which was sent ahead of time by email and was available for review at the meeting. The virtual trustee attendants gave verbal authorization of the check register.

We are saddened by the passing of long time town resident and library patron, Gilbert Tuck. His family has requested that memorial donations in his name be made to the Brentwood Library.

PUBLIC COMMENT:

There were no representatives from the public.

OLD BUSINESS:

Covid response: The Omicron variant is spreading quickly in our community, even among those vaccinated. Erin made a motion, seconded by Jim, to temporarily reinstate a mask requirement inside the library during this unprecedented surge. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote. At this time no other restrictions will be made.

Policy Review:

As part of the ongoing review of library policies the Collection Development and Request for Reconsideration Policies and Request for Reconsideration of Materials Form were looked at with

only minor wording changes in the name of clarity. The portion pertaining to appealing a board decision was changed from “a regularly scheduled meeting” to “the next regularly scheduled meeting”. The Library Board of Trustees endorses the American Library Association’s Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement. These documents were added as appendices to the policy to make it easier for a concerned party to see how decisions may be arrived at. Melody made a motion, seconded by Erin, to adopt the discussed changes to the Collection Development and Request for Reconsideration Policies and the Request for Reconsideration of Materials Form. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

The Mission Statement currently says “unrestricted access to a wide array of...library offerings”, unfortunately we have seen during this pandemic that sometimes certain restrictions are necessary for public safety. For example, maximum occupancy requirements to provide for adequate social distancing. Erin made a motion, seconded by Jim, to remove the word “unrestricted” from the Mission Statement. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

A Programming Policy was drafted based on similar documents from the Goffstown Public Library and the Milford Wadleigh Library. The policy is meant to outline the types and details pertaining to the variety of programs frequently offered by the library. Melody made a motion, seconded by Jim, to adopt the Programming Policy as written. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

Right to Know Request: All information requested in the RSA 91:A Right to Know Request has been turned over to the law firm Donahue, Tucker, and Ciandella. They have requested 10 more days from the requester to review and redact personal information from the documents.

NEW BUSINESS:

Amphitheater: The deadline is tomorrow for submitting Warrant Articles for consideration on January, 18 2022. Jim made a motion, seconded by Erin, to submit a Warrant Article “To see if town will vote to establish a Library Amphitheater Capital Reserve Fund under the provisions of RSA 35:1 for the design, demolition, and construction and to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be placed in this fund. Further, to name the Library Trustees as agents to expend from said fund. (Majority Vote Required)” A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

Action Item: Janice will reach out to Wayne Robinson to see about fencing the decaying amphitheater for safety.

Candidates Night: Town elections are coming up and as usual the library will host the Candidates Night where town residents can hear candidates' views and ask them questions. Janice suggests that candidates and the moderator be in-person at the library, and that the Meeting Owl be used to allow virtual public access. Trustees agreed that this plan would allow for adequate social distancing for safety during the Omicron surge.

Director Evaluation: At 7:45 PM, Melody made a motion, seconded by Jim, to go into a nonpublic session under NH RSA 91-A:3, II(c) employee reputation. This was done to discuss the employee evaluation of Library Director Janice Weirs, accordingly she was invited to participate in the session, which she accepted. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

The public meeting resumed at 8:17 PM.

At 8:17 PM, Jim made a motion, seconded by Melody, to seal the nonpublic session minutes because qualitative remarks were made regarding employees and/or prospective employees. A roll call vote was taken: Liz - aye; Jim - aye; Tom - aye; Erin - aye; Melody - aye. The motion passed by unanimous vote.

Liz adjourned the meeting at 8:19 PM.

Next meeting: Monday, February 14, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary