



Trustees of The Mary E. Bartlett Memorial Library



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Liz McConnell, Chair Melody Santos, Treasurer Tom Walker, Secretary Erin Staffiere Melissa Bertoulin

Meeting Minutes

Monday, July 11, 2022

Trustees attending: Liz McConnell, Tom Walker, Melody Santos, Erin Staffiere, Melissa Bertoulin

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

Others: Alternate trustees: Jim Clark, Kristen Goodrich, Susan Lunn

From the public: Tracy Desoteaux - From the Friend's group

Liz McConnell called the meeting to order at 6:05 PM.

APPROVAL OF MINUTES:

On a motion from Tom, with a second by Liz the June minutes were unanimously accepted. Liz - aye, Tom - aye, Melissa - aye, Jim - aye, Susan - aye.

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, Behavior Policy, Circulation Policy, Request for reconsideration of materials or programs Policy, Temporary Library Card application form, Release/Waiver of Liability Form, Check Register, Profit and Loss Statement, and Salaries Report. Website traffic, and social media followers continue to grow, with a Vertical Response rate of 54% this month. There were 1106 in-person visits this month and 7 patrons requesting curbside pick up. There were 25 new library card holders added, 16 adults and 9 children. 191 books and 59 other media were added to the collection this month. The Friends of the MEB Memorial Library held elections, Chris Carmody was elected President, Jessica Paul as Secretary. Congratulations to both! Bob Gilbert suggests mini splits to solve the air conditioning issues in the Children's Room. Karen Clement agrees that this would be a good use of impact fees. Janice will reach out to Revision Energy and Bruce Herminau Plumbing and Heating for quotes. The library float took Best Float in the town 4th of July Parade! Thank you Katie Copolla and the Friends group volunteers for your hard work and creativity. A new substitute page has been hired, welcome Caleb Smith.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki and Janice visited Sue Mayo's 2nd grade classroom at Swasey Central School. They read books, played games with ocean life themes, and talked about the "Oceans of Possibilities" summer reading program. Mrs. Bradley classroom made a field trip to the library. They visited the portion of the building that is one of the original one-room schoolhouses in town. They walked over in period costumes and learned about what school was like in earlier times. They finished with a picnic lunch on the front lawn. Kiki would like to thank the Friends group for purchasing copies of The Great Stone Face Book Awards nominated books each year. The extra copies of last year's books were donated to the Swasey School library to be raffled off as prizes in the program. The Summer Reading Program kicked off in a big way with a concert by Mr. Aaron on June 27th with over 60 attendees. Magician BJ Hickman performed on June 29th, the program was co-sponsored with the Brentwood Rec Camp, with over 80 people attending. Thank you to the Friends group for paying the library's portion of the expenses. The Summer Reading Program started off strong with over 100 people of all ages signing up in the first week. The candy sushi program was well received. Kiki brought in samples to show the trustees, they were very cute and looked delicious. Kiki continues to show her creativity and hard work with all the passive programming and Eye Spy window display. The 1000 Books Before Kindergarten Program is well underway, three children have read over 800 books already.

TREASURER'S REPORT:

The salary budget is ahead of expectations for the year by 3.2 percent. The excess hours will be used during the Summer Reading Program. The operating budget is right on track for the year. Trustees each signed the June check register which was sent ahead of time by email and was available for review at the meeting.

PUBLIC COMMENT:

Tracy Desoteaux from the Friends group talked about their donation of new shelving units to hold New Release books. She mentioned that Chris Carmody will attach them back-to-back with latches and put them on casters for flexibility. The color will be a dark cherry.

OLD BUSINESS:

Covid response: Covid numbers are rising again in Rockingham County. The library can not operate without two workers per shift, if more than one staff member is out at one time with Covid, or for any other reason, the library might not be able to open. We discussed potentially training trustees and Friends group volunteers in various library tasks to fill in if this were to occur. For privacy reasons neither trustees or friends volunteers would have access to circulation data. For example, they could not check out books. They could reshelve books and help patrons with finding books they are interested in.

Policy Review: Doug Mansfield with Donahue, Tucker, and Chiandella Lawyers reviewed and gave recommendations on proposed policy changes.

The service animal section of the Behavior Policy will be amended to state that the animal's handler agrees to sign the library's Release/Waiver of Liability, and keep control of the animal at all times. Mr. Mansfield advised on questions that may be asked to verify that the animal is covered under the Americans with Disabilities Act. Staff members may never ask the nature of the individual's disability.

On a motion from Melody, with a second by Erin, the changes to the Behavior Policy were unanimously accepted. Liz - aye, Melody - aye, Tom - aye, Erin - aye, Melissa - aye.

Minor changes were made to the Circulation Policy to clarify the demographic parties that have legally protected status to access library services.

On a motion from Erin, with a second by Melody, the changes to the Circulation Policy were unanimously accepted. Liz - aye, Melody - aye, Tom - aye, Erin - aye, Melissa - aye.

The Request for Reconsideration of Materials or Programs was changed to include "Attention: Janice Weirs, Library Director".

On a motion from Liz, with a second by Erin, the change to the Request for Reconsideration of Materials or Programs Form was unanimously accepted.

Liz - aye, Melody - aye, Tom - aye, Erin - aye, Melissa - aye.

Courageous Conversations: Area libraries are holding a series of discussions on challenging social issues. Our library will host the first and last sessions of the program. Dates are still being determined. The final session of the program will be hosted at our library. It will be a "Human Library" where people will be able to "check out" a person, like they would a library book, to have a one-on-one conversation with them.

NEW BUSINESS:

Employee Schedule Flexibility: Because gas prices are high right now the town has decided to allow town employees the flexibility to, where possible, work from home one day per week to reduce their need to commute by one day. Employees that can't work from home may work four ten hour shifts instead.

Amphitheater: Liz McConnell has been in contact with Bruce Scamman from Emanuel Engineering and Greg Gaudreau from TheEngineeringCorp regarding the amphitheater project and septic system. Greg was not surprised by any of the suggestions from Emanuel Engineering. Greg Blood from Greg's Septic Services will probe the septic system to verify location and depth. The lowest point on the amphitheater ramp must be higher than an imaginary line that goes down from the leach field at a 3:1 slope.

The Brentwood Budget Committee did a site visit on 6/27/22. Janice and Liz discussed the safety and liability issues of the decaying amphitheater "attractive nuisance", that the current ramp may not be ADA compliant, possible issues and solutions with the septic system, and possibly changing the library driveway to exit onto Crawley Falls Road to keep cars away from the amphitheater for safety. Also discussed was planning for a possible future library expansion by incorporating foundation footings into the amphitheater project, and the possibility of an elevator inside the building to access the basement area, which is currently underutilized, and that may delay the need for future library expansion. It is very early in the process, we are firmly in the brainstorming phase to determine the scope of the project.

Unfilled Assistant Position: We discussed the pros and cons of dividing the hours from an open library assistant position between the current library assistants. This would aid in retaining these current employees, but would mean one less staff member to cover shifts in the event that multiple staff are out sick or on vacation at one time. This would put the current assistants over 20 hours per week and open them up to earned time and paid vacations. No decision was made, but if eventually accepted would need to be approved through the regular budget process.

Morrill Library Trust Fund: The Trustees of the Trust Funds is interested in dissolving the small Marietta Morrill Library Fund that was created in 1933. In email correspondence Thomas Donovan of the NH Department of Justice Charitable Trusts Unit suggests it may be possible to find the original will in the Rockingham County Probate Office. He feels that if the document exists it may show the bequest and any conditions. In the past, Jim Clark has been unsuccessful in finding this

information.

Photography: Janice would like to thank Bob Radlinski for the wonderful photographs he has taken and generously gifted to the library for use on the library website and in social media.

Liz adjourned the meeting at 8:01 PM.

Next meeting: Monday, August 08, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary