



**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, July 12, 2021**

Trustees attending: Jim Clark, Liz McConnell, Tom Walker, Erin Staffiere, Melody Santos

From the Library: Janice Wiers - Library Director

Others: Alternate trustees: Melissa Bertoulin and Susan Lunn. Kristen Goodrich was present via Zoom.

From the public via Zoom: None

**NOTE:** The trustee meeting was held upstairs in the library proper. Social distancing was practiced, and everyone wore masks. The public was invited to attend the meeting virtually.

Liz McConnell called the meeting to order at 6:03 PM.

**APPROVAL OF MINUTES:**

On a motion from Susan, with a second by Melody, the June minutes were unanimously accepted.

**DIRECTOR'S REPORT:**

Janice submitted her director's report to the trustees in advance of the meeting per usual for review. Also included were the check register, P & L statement, YTD salary report, YTD attendance tracker, and staff schedule. In person visits continue to grow with 638 visits this month. This is a large jump in in-person visits, with a corresponding decrease in curbside pick up. Janice expressed that she would like to continue offering curbside as an option. There were 15 new library card holders added this month.

The Meeting Owl 360 degree camera has arrived and was used for the virtual offering of this meeting. It worked seamlessly to allow Kristen to attend remotely.

**Action Item:** Janice will explore other grant opportunities through Sam.gov.

Summit signs is working on a new quote to include a message board. This will allow the project to use town impact

fees as it will help to further the library's mission as the town grows. A second quote was obtained from Stone Sign and Designs. On a motion by Melody, with a second by Erin, it was unanimously decided that in the interest of time we would only need two quotes for the new sign.

A quote to replace one of the failing A/C units came in from Bruce Hermenau for \$5000. We are waiting on two more quotes, but it will take time as this is the busy season for HVAC contractors. In the future we will explore a vote at town meeting to set up a capital reserve fund for unexpected infrastructure expenses like this.

**Action Item:** Janice will ask the HVAC contractors for a rough estimate of the replacement cost for the other two units.

The excavation to fix the basement water leak has not been able to happen due to all the rain we have had recently.

A quote for the engineering plan for the amphitheater was received from Stevens Associates for \$5000.

Janice has been asked to participate on a town benefits subcommittee, as a department head representative. Other members will be Karen Clement, Alina Arida, Melissa Litchfield, and Jon Morgan. The Budget Committee is recommending changes to town employee benefits. Janice's input will be timely, as two potential candidates for the open Youth Librarian/ Assistant Director position withdrew their applications when they found out the salary and benefits package being offered.

There will be a remembrance ceremony for Marilyn Morehead on 7/17/21 from 11-2:00 at the Rec Center. Minister Tara Olson from the Pilgrim United Church will speak at 1:00. Many fond memories were shared around the table as we discussed the event.

The Pollinator Pathways garden and sign are complete. Joyce Keegal and the Brentwood Gardeners are excited about the Marilyn Morehead Memorial Garden project.

#### **ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:**

Heather had the day off so Janice gave the report. Heather has been busy cross-training staff to ease the transition when she leaves. Katie is learning to catalogue youth books, and Kiki is learning Newsletter creation. The Summer Reading Program is going very well, with current registration at 155 youth and adults. The kick off was on a very hot day and still had 25 attendees. There were 50 attendees for the Wildlife Encounters program.

#### **TREASURER'S REPORT:**

Jim Clark has finalized details with People's Bank to add Liz McConnell and Melody Santos as signers on the library's two bank accounts.

**ACTION ITEM:** Jim, Liz and Melody will meet at People's Bank to finish the process.

More donations to the Marilyn Moorehead memorial fund have been received, bringing the total to \$2425.

The trustees at the meeting each signed the June check register which was sent ahead of time by email and was available for review at the meeting.

#### **PUBLIC COMMENT:**

There were no representatives from the public.

#### **OLD BUSINESS:**

On a motion by Melody, with a second from Susan, a motion was unanimously accepted to update the Covid policies as follows:

- Effective 7/13/21. Masks, while still preferred and appreciated, will no longer be required for patrons and staff that have been fully vaccinated.

- All staff will carry a mask with them for use when social distancing is not possible.
- Returned books will be left in the book drop overnight as the new quarantine procedure.
- There will be no Covid related capacity limits, the doorbell will be removed and the doors will be unlocked during normal business hours. Time will be set aside, by appointment, before opening on Monday mornings for those patrons that would be more comfortable browsing without crowds.
- Future trustee meetings will be held on the main floor of the library and open to the public in-person, as well as virtually.

The initial interviewing process for the Youth Librarian/ Assistant Director position is complete. From the eight applications received, two have been selected to move on for final interviewing.

**ACTION ITEM:** Liz, Melody, and Janice will conduct the final interviews and present their recommendation to the board for approval at a to be determined meeting of the board.

**NEW BUSINESS:**

There are relatively few events currently planned due to the transition to a new Youth Librarian/ Assistant Director.

Liz adjourned the meeting at 8:00 PM sharp.

**Next meeting:** Monday, August 2, 2021 at 6:00 PM.

Respectfully submitted, Tom Walker - Secretary