



Trustees of The Mary E. Bartlett Memorial Library



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(603) 642-3355

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

Meeting Minutes

Monday, June 13, 2022

Trustees attending: Liz McConnell, Tom Walker

From the Library: Janice Wiers - Library Director, Kiki Donis-Wahl

Others: Alternate trustees: Jim Clark, Kristen Goodrich

From the public: Rebecca Dunham, Chris Carmody

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

APPROVAL OF MINUTES:

On a motion from Jim, with a second by Kristen the amended May minutes were unanimously accepted. Liz - aye, Tom - aye, Jim - aye, Kristen - 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, check register, profit and loss statement, and expenses report. Website traffic, and social media followers continue to grow, with a Vertical Response rate of 56% this month. There were 684 in-person visits this month and 9 patrons requesting curbside pick up. There were 14 new library card holders added, 12 adults and 2 children. 170 books and 58 other media were added to the collection this month. Janice and Kiki plan to do some major updating of the website after the Summer Reading Program ends. Kristen will help Janice set up a Facebook advertising program to target programs directly to specific town residents. For example, directing information on Summer Reading to residents with school aged children. Laura Galvin and Bob Radlinski would like to volunteer professional photography for use on the website and social media. Melody, Melissa, and Janice attended the NHLTA conference. The Friends had their annual Book, Bake, and Plant sale in conjunction with the Brentwood Gardeners. It was a big success in spite of the 90 degree weather that day. The library was forced to close one day this month due to Janice and Kiki being out sick at the same time. Other staff had commitments that precluded enough coverage to open that day. A substitute page was hired for the summer to provide flexibility while other pages are on vacation etc. Janice would like to hire one more substitute page. Bob Gilbert and Greg Coppola will install the air conditioners in the children's room. Greg is learning how to do this so that Bob can step back from this duty. Bob suggested that a mini split air conditioner system would be the preferred long term solution. Increasing patron numbers as the town grows will put a strain on the current HVAC system. Janice will

contact Karen Clement to check on the use of impact fees for this and will solicit quotes for the possible upgrade. The library will be closed 6/20/2022 for the Juneteenth holiday.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

A new storytime session began on May 3rd with groups of 8 children. 21 families signed up for the garden gnome craft kit, unfortunately there were only supplies for 12 kits. Kiki was sad to disappoint so many people and may be offering this as an in-person program in the fall. Teens that requested a kit will have the opportunity to do a similar activity during summer reading. The Summer Reading Program will start on June 27th with a concert by Mr. Aaron. Kiki is working on updating the website with a calendar of events, log sheets, and online registration. Kiki will visit Sue Mayo's classroom at Swasey School to promote the program. There were two new sign ups for the 1000 Books Before Kindergarten program.

TREASURER'S REPORT:

Salary and operating budgets are intentionally ahead of schedule to have extra hours available for pages to help out during the Summer Reading Program. The annual town audit was completed with no corrections required. Janice is happy with her organizational system that is keeping time spent preparing for the audit to a minimum. Janice asked trustees if she could use funds from the professional development, furniture, other supplies etc budget lines to purchase book ends from Demco. Trustees discussed and agreed that this transfer of funds between budget lines falls within the scope of Janice's responsibilities.

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

PUBLIC COMMENT:

There were no comments from the public.

OLD BUSINESS:

Covid response: No changes.

Policy Review: Janice will reach out to the lawyer Doug Mansfield with Donahue, Tucker, and Chiandella to have him review the Request for Reconsideration Policy.

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 to follow.

NEW BUSINESS:

Library Trustee Association Membership: Janice will renew trustee membership to the association.

Amphitheater: No one has a final version of the plans that the current amphitheater was built with. All extant copies are draft versions. Liz will make a Subsurface System File and Archive Record Request with NHDES to get a copy of the final plans. The plans are needed to confirm that the actual location of the septic system will work with possible amphitheater plans.

Liz adjourned the meeting at 7:07 PM.

Next meeting: Monday, July 11, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary