



Trustees of The Mary E. Bartlett Memorial Library

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

Meeting Minutes

Monday, June 7, 2021

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

From the Library: Janice Wiers - Library Director, Heather Lindsay - Youth Librarian/ Assistant Director

Others: Alternate trustees: Melissa Bertolin, Kristen Goodrich, and Susan Lunn.

From the public via Zoom: None

NOTE: The trustee meeting was held in the library basement so as not to exceed the six person COVID occupancy limit upstairs. Social distancing was practiced, and everyone wore masks. The public was invited to attend the meeting virtually via Zoom.

Liz McConnell called the meeting to order at 6:01 PM.

Melody Santos has been sworn in as the new trustee to fill the vacant position. Susan Lunn has been sworn in as the third alternate trustee.

APPROVAL OF MINUTES:

On a motion from Melody, with a second by Erin, the May 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. There were 433 in person visits this month. While this is a large drop from pre-Covid numbers for this month the total circulation is close to pre-covid numbers.

Janice submitted a grant proposal to the State Library for a Meeting Owl 360 degree camera. This will be great for hybrid programming, for holding meetings during winter storms, and even the summer reading program. The Jaffery Public Library has one that they find very useful.

The Friend's annual book/plant sale was a success. Janice used the opportunity to encourage attendees that haven't been inside the library since Covid started to resume in person visits. It was a good opportunity to liaise with the Brentwood gardeners. The Marilyn Moorehead Garden Needs thinning. Neighbors are willing to take excess plants. Joice Keegal will facilitate this.

Allied Clearwater generously installed a new hot water heater, at no charge to the library, finally fixing the sulphur smell in the tap water. Janice gave them a very positive Google review and wrote them a handmade thank you card. Pesky Critters have retreated for mice and have treated carpenter ants and hornets/wasps. Monarch Electric replaced faulty light switches in the Childrens and Junior rooms. Only one of the air conditioning units is working. Bob will install portables in the Childrens room to help moderate temperatures until repairs can be made.

A quote for the new sign was received from Summit Signs. Janice reached out to Karen Clement to see if town impact fees could be used for this purpose. Karen indicated that the sign would need to be redesigned to show its need for growth in the community and suggested the addition of a message board similar to the one for the Rec center. Janice has requested a new quote from Summit Signs.

ACTION ITEM: Janice will get a new Summit Sign quote, as well as other quotes once we have a final design.

The NHLTA Virtual conference was attended by Janice, Liz and Erin. Our own Heather Lindsay was a panelist on the social media discussion.

Baker and Taylor, our book vendor, is instituting a new program called "sustainable Shelves". They will provide all boxes, postage etc for weeded, but still useful, ISBN books and give credit towards new book purchases. Books deemed only good for recycling will continue to go to the person Manchester that currently takes them. That was a difficult relationship to acquire and will be needed in the future.

Janice stated that she will start to take occasional Thursday and Friday vacation days in lieu of full week long vacations. Trustees urged Janice to take full weeks, but the final decision is hers to make.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Heather discussed the Pollinator Pathways info night. An attendee is willing to help the Brentwood Gardeners and Friend's group add to the rain garden to make it more pollinator friendly. They will plant local species like milkweed and butterfly plant. Craft kit requests are down, but Library bags are up significantly. 1000 Books Before Kindergarten is also up. Heather would like to rotate volunteer readers and has asked the trustees and friend's to help out. The summer reading display is set up. The program will be a mix of in-person and virtual programs as well as kits.

TREASURER'S REPORT:

Jim Clark said that he was not comfortable being the only signer on our two People's United bank accounts. This came about through a routine retirement. Jim said that Liz McConnell, being chair, ought to be a signer and that Melody Santos would make an ideal backup, as she has previously worked with Jim on the library books and is familiar with Quickbooks. Trustees agreed.

ACTION ITEM: Jim will coordinate with People's Bank to effect these changes.

Quickbooks needs a new subscription. The company wanted \$999 for a one user subscription. Techsoup recommended a 3 user Quickbooks program for \$150.

\$455 in donations to the Marilyn Moorehead memorial fund have been received, bringing the total to \$1775.

The trustees each signed the May check register which was sent ahead of time by email and was available for review on a central table.

PUBLIC COMMENT:

There was no public present.

OLD BUSINESS:

The town will not require masks in public buildings after July 3rd. As we have many immunocompromised patrons as well as young children who have not been approved for vaccination yet we will continue to require masks in the library. We will also require masks for outdoor summer reading programs as children have trouble with social distancing. Heather will publicize this requirement to avoid confusion between our policy and the town policy. After 6/12/21 all board meetings will be open to the public in person. We will continue to allow the public to access trustee meetings by Zoom as well as in person. This will help to make public participation easier and is another example of how the proposed Meeting Owl camera will be useful to the library. We will continue to quarantine incoming books for 72 hours.

Yeti Landscaping did some garden clean up, but the bill came in higher than the quoted \$250.

ACTION ITEM: Liz will reach out to Yeti Landscaping for clarification of the higher than expected invoice total.

The Brentwood Recreation Department has cancelled the request to use the library basement as a rainy day location for the summer camp program.

The gutters to help with basement water infiltration have been installed and paid for. The landscape regrading to further help in that regard will be done sometime after July 4th. The chimney continues to leak a small amount during rain storms, the contractor that did the repair will come back to address this.

We are still waiting on the engineer to come review the amphitheater project.

NEW BUSINESS:

The town has finalized a bid policy. To maintain the library's status as a separate entity from the town the trustees decided that we should write our own bid policy.

ACTION ITEM: Melody and Janice will start the process of writing a bid policy.

We discussed the need to review all library policies. It was decided that each trustee, in rotation, will work with Janice on a policy until all have been reviewed.

ACTION ITEM: Liz and Janice will review and update the Zoom meeting policy.

Two applications for the Young Librarian/Assistant Director position have been received. One internal candidate has expressed interest. The NH State Library list server has not posted the opening yet. Janice will reach out to them. Janice and Heather will do initial job interviews, then staff and trustees will interview the remaining candidates. The salary range was discussed and will be Heather's starting and ending salaries. Interviewing will start in July, with the intention to hire and start training in early August.

ACTION ITEM: Janice will contact the State Library list server to get the job opening posted.

Liz adjourned the meeting at 8:01 PM.

Next meeting: Monday, July 12, 2021 at 6:00 PM. Meeting location will be inside the library for the trustees. The public may join in person or via the Zoom link that will be provided in the meeting notice.

Respectfully submitted, Tom Walker - Secretary