



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, March 14, 2022

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

From the Library: Janice Wiers - Library Director

Others: Alternate trustees: Kristen Goodrich, Susan Lunn (Via Zoom)

From the public: Jim Clark

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

APPROVAL OF MINUTES:

On a motion from Erin, with a second by Melody the February minutes were unanimously accepted. Liz - aye, Tom - aye, Erin - aye, Melody - aye, Melissa - 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 salary report. Website traffic, and social media followers continue to grow, with a Vertical Response rate of 47%. There were 653 in-person visits this month, despite having one holiday closure, two snow days, and 4 Sundays. Liz talked about using social media advertising as a way to reach residents that aren't current library users. There were 9 new library card holders added. 6 adults and 3 children. 108 books and 40 other media were added to the collection in March.

The new children's room furniture was delivered, unfortunately all three tables arrived damaged. New tables are being shipped by the manufacturer. If the damaged tables can be repaired they will make great craft tables etc. Janice and Kiki were guest readers for Read Across America, a National Education Association program to promote and celebrate reading. They each read to four classrooms at Swasey Elementary School. Swasey reached out to trustees to be judges for a STEAM (Science, Technology, Engineering, Arts, and Math) contest. Melody, Liz, Melissa, and Kristen are definitely interested. Janice and Kiki participated in a Zoom meeting with Lisa Beaudoin, executive director of ABLE NH, a disability services and support organization. They discussed elements of Universal Design as a way to make the library more accessible to people with disabilities. The director believes a ramp will not work as part of the Amphitheater project as the slope required would make the ramp too long for the space. She recommended looking into grants to help defray the costs of making the library safe and accessible to all ability levels. Candidates night was hosted by the library this month. This popular and important town event was

moderated by Dick Chamberlin. Candidates were invited to attend in-person, the public could attend in-person via Zoom from the library basement or virtually via Zoom. Janice was very complimentary of staff and trustees for all of their work ensuring the event ran smoothly. Melody spoke to the impressive performance of Janice and library staff for their professionalism and hard work to make this event a success. Janice is working to make the website format properly when viewed on phones and tablets. She mentioned an email from Lori Fisher of the NH State Library outlining the efforts of book banning groups that are attempting to make librarians criminally responsible for books the groups find offensive.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki was unable to attend so Janice delivered the report. The January-February six week story time session wrapped up just before February school break. This month's teen bag was personalized with a request form to order books, movies, and snacks. The form also included sections to remind teens that the library is "more than just reading", and offered the option to borrow puzzles and games as well as instructional books on crafts and cooking etc. Craft kits were STEAM themed with materials to make rainbow crystals, watercolor and salt paintings, and an experiment on "growing" a rainbow and exploring the scientific process of adsorption. Drop-in programs included crafts, board games, and a gum drop STEM challenge kit on National Gumdrop day. Kits contained gumdrops, toothpicks and some building challenges for various age groups. Passive programming in the kid's room included hands-on developmental activities like shape and tangram play, zolo-a-go-go toy and board games. This month's Community Collaboration Tree project offered heart shaped leaves where patrons could write the name of a "book character they love" or "what they love about the library". The next six week story time session will begin March 15th. Kiki is already hard at work planning the summer reading program with the opening performer, Mr Aaron, scheduled for June 27th.

TREASURER'S REPORT:

Salary and operating budgets are ahead of schedule compared to last year. The audit company Plodzik and Sanderson sent a questionnaire to be filled out. Janice will fill this out and return it.

On a motion from Erin, with a second by Melissa the trustees agree to appoint Jim, Melody, and Liz as signers on the bank account. The motion was unanimously accepted. Liz - aye, Tom - aye, Erin - aye, Melody - aye, Melissa - aye.

Trustees each signed the February 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:

The Behavior Policy is nearly complete and should be available for review and voting next month. After that the Bulletin Board policy and Child Safety policies will be reviewed.

NEW BUSINESS:

Amphitheater: The amphitheater capital reserve fund warrant article passed at town meeting. We have received quotes for the project proposals from Stephen's Engineering and Emanuel Engineering. Both proposals were discussed. Emanuel Engineering's plan was more detailed and they previously drew up the plan for the septic design. The septic system is very close to the amphitheater so will have to factor strongly into the amphitheater design.

On a motion from Melody, with a second by Erin the trustees voted to accept Emanuel Engineering as the firm to create plans for the amphitheater project. Liz - aye, Tom - aye, Erin - aye, Melody - aye, Melissa - aye.

When plans are finished they will be sent out for bids from three contractors.

Trustee positions: Liz thanked Jim Clark for his many years of service to the library, and his willingness to continue as an alternate trustee so that we can still benefit from his vast knowledge and experience. A card and gift card to the new Italian restaurant in Exeter were presented to Jim as a token of appreciation.

Congratulations to Melody and Melissa for winning reelection to their seats on the board. Liz will continue as board chairperson, Tom will continue as board secretary, Melody was elected as board treasurer.

On a motion from Erin, with a second by Melissa, trustees agreed to resubmit current trustee alternates Susan Lunn and Kristen Goodrich to the Select Board and to submit Jim Clark as the third alternate. Liz - aye, Tom - aye, Erin - aye, Melody - aye, Melissa - aye.

Liz adjourned the meeting at 7:57 PM.

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

Respectfully submitted, Tom Walker - Board Secretary