



Trustees of The Mary E. Bartlett Memorial Library



22 Dalton Road Brentwood, New Hampshire 03833-6000
(603) 642-3355

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

Meeting Minutes

Monday, May 09, 2022

Trustees attending: Liz McConnell, Tom Walker, Erin Staffiere (Via Zoom), Melody Santos

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

Others: Alternate trustees: Jim Clark, Kristen Goodrich

From the public: Lois DeYoung, Rebecca Dunham

Liz McConnell called the meeting to order at 6:02 PM.

APPROVAL OF MINUTES:

On a motion from Melody, with a second by Jim the April minutes were unanimously accepted. Liz - aye, Tom - aye, erin - aye, Melody - aye, Jim - 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 57% this month!. There were 755 in-person visits this month and 9 patrons requesting curbside pick up. There were 2 new library card holders added, 2 adults and 0 children. 142 books and 73 other media were added to the collection this month. Janice was asked to be a presenter for a NH State Library "Book and Program Challenges" presentation. A representative from Simmons University who attended the presentation has asked Janice to speak on the topic for them also. Janice has joined the NH Library Association Intellectual Freedom Committee. A substitute page has been hired and Janice is interviewing more candidates. This will ensure flexibility and continuity when a page calls out sick. Janice created a Page Manual to help with the training and orientation of new hires and substitutes. Janice expressed heartfelt thanks for Kiki's and the team's hard work filling in while she recovered from a surgery. Janice is talking with representatives from Swasey School about the Summer Reading Program, the Courageous Community Conversations Program, and about plastic film recycling so they can earn a bench for the school. A patron approached Kiki with a concern about a book in the Youth Section. A Request for Reconsideration of Materials Form was not filled out, but Kiki brought the patron's concern to Janice anyhow. Joyce will start spring cleaning of the ground and the garden outside the children's room. The plastic film recycling program is looking for volunteers to build a lean-to roof on the shed to protect the bins from rain. Janice is having the sewer lines pumped and the

water system and A/C system inspected.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Storytime is well underway, this session will be ending April 20th. 11 families signed up for craft kits. The theme this month was Mother's Day and contained materials for making Mother's Day cards. 8 Teens signed up for personalized teen bags. They could choose snacks and request books, DVDs, games, crafts, etc. Bags included stickers and coloring pages, information on new YA books and a QR code with a link to a survey about the summer reading program. Drop-in board games and crafts were well used during school vacation week. There were two new sign ups for the 1000 Books Before Kindergarten Program. Next month's craft kit will be garden gnome themed, this will be the last before the Summer Reading Program starts.

TREASURER'S REPORT:

Salary and operating budgets are ahead of schedule compared to last year. Excess salary hours will be used for the Summer Reading Program. The operation budget is 3.7% ahead of budget, but this is expected to level out as expected upcoming expenses come in.

Trustees each signed the April 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 about the options for a liability waiver for comfort animals that a patron brings into the library. If adopted, this would be a change to the service animals section of the Behavior Policy. Minor changes to the Covid Illness Policy were made to better align with Center for Disease Control best practices.

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

Melody will work with Janice and Kiki on updating the Child Safety and Unattended Children Policy. Liz has volunteered to help them with updating the Bulletin Board Policy.

NEW BUSINESS:

Copy Machine Fees: Trustees will allow Janice the discretion to waive copier fees. For larger projects a patron could bring their own paper or make a donation.

Amphitheater: Building Inspector Kip Kaiser did a site walkthrough with Liz and Janice. Kip will look in the town vault for original plans for the amphitheater and the adjacent septic system. He suggested that we incorporate foundation footings for a possible future library expansion. Given site limitations, building a second story over the amphitheater is probably the best option if the library ever needs more floor space. Planning for that now will save the town money in the future. Liz will reach out to Emmanuel Engineering to help us narrow down the many options that were brainstormed at the last meeting.

Town Website: The Select Board is forming a Communications Committee to explore the creation of a town Facebook page. This will allow the direct sharing of information with town residents in a timely manner. The committee will be made up of 7 members from the public and 3 town department representatives. Janice volunteered and was accepted as one of the department representatives.

Freedom of Information Act Request: At 7:19 PM, Liz made a motion, seconded by Erin, to go into a nonpublic session under NH RSA 91-A:3 II.(I) "consideration of legal advice provided by legal counsel". A roll call vote was taken: Liz - aye; Melody - aye; Erin - aye; Tom - aye; Jim - aye. The motion passed by unanimous vote.

The public meeting resumed at 7:27 PM.

At 7:27 PM, Melody made a motion, seconded by Jim, to seal the nonpublic session minutes because of the discussion of legal advice from legal counsel. A roll call vote was taken: Liz - aye; Melody - aye; Tom - aye; Erin - aye; Jim - aye. The motion passed by unanimous vote.

Brentwood Newsletter: The Newsletter cut library hours from its last edition. For town residents that don't use the internet this is an essential function of the Newsletter. Janice and Kiki have come up with a way to list the hours in a more compact format. Hopefully this important information will be included in future Newsletter additions. The Newsletter is refusing to commit to allowing space for highlighting the popular Summer Reading Program. This information has always been gladly received by the Newsletter.

Liz adjourned the meeting at 7:59 PM.

Next meeting: Monday, June 13, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary