



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, November 08, 2021

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

From the Library: Janice Wiers - Library Director, Kiki Donis-Wahl - Assistant Director/ Youth Librarian.

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

From the public: None

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

APPROVAL OF MINUTES:

On a motion from Jim, with a second by Erin, the October minutes were unanimously accepted. On a motion by Liz, with a second by Melody, the Non public minutes from the last meeting were unanimously accepted. Jim - Aye, Liz - Aye, Erin - Aye, Melody - Aye, Tom - 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. In person visits, website traffic, and social media followers continue to grow. There were 41 new library card holders added this month, 7 adults, 33 children, and 1 nonresident. The large number of new childrens cards is due to the 3 Kindergarten classroom visits. 127 books and 47 other media were added to the collection in October. The Friends' Annual Scarecrow Festival was held on October 30th from 10-noon. Unfortunately it was a very rainy day and attendance was lower than expected. Janice challenged all town departments to a scarecrow build off. The library, fire department, town office, and school all submitted entries. The fire department won and were presented a trophy at a department heads meeting. The community needs assessment citizens input board has been well received and already has over a page of suggestions. Gerry Tilley collects and distributes items for homeless veterans. Usually we partner with her for this worthy endeavor in November/December, but this year she would like to do this from May 23rd to June 30th. The state library has provided an update on remote trustee meetings. All in-person and virtual meetings must have a quorum present in the meeting space. Additional members can

meet virtually if the trustee bylaws include a statement that remote attendance is allowed.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Storytime continues to grow in popularity, a fourth session was added to meet demand. All three Swasey School Kindergarten classrooms visited the library. Students toured the library, got library cards, and did craft projects. Janice and Kiki read stories. There was little interest in an elementary school book group. Kiki and the patron who suggested it will try again in the new year. 2nd grade teacher Mrs. Bradley has inquired about help with a class project. She would like to bring her students to see the old schoolhouse portion of the library and perhaps research some town history.

TREASURER'S REPORT:

The payroll and budget are on track. Jim and Janice will be presenting the 2022 budget to the Select Board on Tuesday, November 30th. It will be presented to the Budget Committee on December 1st. A draft of the budget was presented to the trustees for discussion and review. On a motion from Erin, with a second by Liz, the 2022 library budget totalling \$264,895.42 will be submitted. It passed unanimously with all ayes.

The trustees each signed the October 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:

Covid response: Liz will look into scheduling the DHHS vaccine van for adult booster shots. She will reach out to the Portsmouth Library to see how their vaccine clinic was received.

Amphitheater: TEC Engineering, who have worked with the town planning board, suggested Emmanuel Engineering and Jones and Beach Engineering as possible firms that could submit designs.

NEW BUSINESS:

A patron suggested using the basement to wrap holiday presents as a fundraiser. It was decided that the library could only be involved if this were a not-for-profit venture. Melody suggested that we could act as a drop off site for donated wrapping paper and gift bags.

Janice will start performance reviews in the next week or two.

Melody wanted to state for the record that our free and high quality programs are a direct result of Janice's generous donation of personal crafting equipment and supplies. Thank you Janice for your generosity, creativity, and kindness.

Liz adjourned the meeting at 8:16 PM.

Next meeting: Monday, December 13, 2021 at 6:00 PM.

Respectfully submitted, Tom Walker - Secretary