



**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, October 03, 2022**

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

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

Others: Alternate trustees: Jim Clark, Susan Lunn, Kristen Goodrich

From the public: Rebecca Dunham

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

Note: The meeting was held a week early because Janice will be out for a medical procedure when the meeting would normally have been held.

**APPROVAL OF MINUTES:**

On a motion from Melody, with a second by Erin the 9/12/2022 meeting minutes were unanimously accepted. Liz - aye, Tom - aye, Melissa - aye, Melody - aye, Erin - aye.

**DIRECTOR'S REPORT:**

Janice submitted her Director's Report to the trustees at the meeting for review. Also included were the Assistant Director's Report, Check Register, Profit and Loss Statement, Salaries Report. Website traffic, and social media followers continue to grow, this in spite of fewer posts. There were 942 in-person visits this month and 4 patrons requesting curbside pick up. There were 41 new library card holders added, 11 adults and 30 children. The large number of new children's cards is due to the annual Swasey kindergarten visit. 148 books and 18 other media were added to the collection this month. Janice presented the yearly operating budget to the Board of Selectmen, including a projection of an increase in the electricity and computer lines. Janice invited the BOS and Budget Committee to meet with her and Melody, our treasurer, for a presentation discussing staff compensation. The Budget Committee requested a separate meeting from the BOS. The BOS meeting will be held on Tuesday, November 1st at 6:00 PM. The Budget Committee meeting will be held on Monday, October 17th at 6:00 PM. Based on these meetings, the finalized budget will be presented to the BOS on Tuesday, November 29th at 6:00 PM

and if needed with the Budget Committee on Monday, December 5th at 6:00 PM. Janice attended a workshop discussing strategies for working with people on the autism spectrum in a library setting. She shared handouts and a free book with keyholder staff members. The library presented the first of the Courageous Community Conversations panel discussions, Whiteness and Witness, on September 22 from 6 to 8:00 PM. The major criticism was a lack of a question and answer session for audience members. Future presentations will include a Q and A session. The second in the series, Sex and Gender 101, was held at the East Kingston Public Library on October 4th at 7:00 PM. Next is Local Histories You Probably Never Learned, will be held at the Exeter Public Library on October 11 at 7:00 PM. Our library will be hosting the NH Humanities Facilitated Book Club on October 26th at 6:00 PM, the book will be Citizen: An American Lyric by Claudia Rankine. The East Kingston Public Library will be hosting the next Book club on November 2nd 7:00 PM, the book will be Just Us: An American Conversation by Claudia Rankine. Both book club meetings will be held via Zoom only. On October 18th at 4:00 PM our library will host the DEIJ at Swasey School: How we choose books and curriculum with and equity lens conversation. Our library will be hosting the final event of the Courageous Community Conversations on November 6th from 11:00-3:00 PM. It is called Check Me Out! and will allow people to check out a "human book" for a one-on-one conversation.

#### **ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:**

The new six week session of Storytime started September 13th, with readings on Tuesday mornings and afternoons, and Wednesday mornings. This month's craft kit will be a Halloween wreath. The Friends of the Library purchased a felt board easel, a plexiglass easel, and a drying rack for artwork. Kiki attended three professional development conferences this month. A NH Fish and Game workshop to learn how to incorporate nature, wildlife, and science activities into programs for children ages 3-7. The NH Young Adult Library Sciences conference talked about the new 988 emergency mental health number. They also discussed recognizing and understanding teen anxiety. On September 29th thirty-seven children from three Swasey kindergarten classes visited the library for a tour, stories, and crafts. Another child completed the 1000 Books Before Kindergarten program, bringing the total number of children to nine.

#### **TREASURER'S REPORT:**

The salary budget and operating budgets are in line with projections for this time of the year. Trustees each signed the September check register which was available for review at the meeting. The proposed library budget will be presented to the Select Board on November 29th. With the presentation to the Budget Committee soon after.

#### **PUBLIC COMMENT:**

There were no comments from the public.

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

**Amphitheater:** Greg's Septic marked off the septic system by probing. Emmanuel Engineering surveyed the area to take this information into account during their planning. They will meet with library representatives by the end of October to discuss the next steps.

Melody motioned, with a second by Melissa, to expend \$1023.56 to Emmanuel Engineering and \$375.00 to Greg Blood Septic from the Amphitheater Capital Reserve Fund for services rendered. The motion passed with all ayes. Liz - aye, Tom - aye, Melissa - aye, Melody - aye, Erin - aye.

**Plastics Recycling:** Swasey teachers are currently collecting the film plastics for recycling as the school will receive the next two benches that will be awarded as part of the program. They plan to step away from the task at the end of the month. We discussed reaching out to girl scouts and boy scouts about taking over. Rebecca Dunham knows of a scout looking for an Eagle Scout project. We discussed that a lean-to extension off the garden shed to protect the plastics collection bins might be a good project for the scout.

Peg Dawson will present a library program on October 24th at 6:00 PM on Executive Function Skills.

Liz adjourned the meeting at 7:15 PM.

**Next meeting:** Monday, November 14, 2022 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary