



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, September 13, 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 6:10 PM.

APPROVAL OF MINUTES:

On a motion from Erin, with a second by Melody, the August minutes were unanimously accepted.

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, employee attendance, the earned time report for Joyce K., check register, profit and loss statement, salary report, and a copy of the town's Covid-19 Illness Policy. In person visits continue to grow with 803 visits this month. There were 8 new library card holders added this month, 5 adults and 3 children. This brings the total number of patrons to 3,250. Janice has been looking at state statistics for town libraries similar in size to Brentwood, we ranked 8th in circulation. Instagram and Facebook followers continue to increase. 143 books and 70 other media were added in August. Two new pages have been hired, Shayla and Lilly. They will alternate days Monday through Thursday and Saturdays. Janice and Kiki have applied for a grant opportunity with the New England Small and Rural Libraries group. The grant was written for \$4056 to replace the furniture in the children's room. We will find out by December 1st if we were successful.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki is settling in as the new assistant director/ youth librarian. She has been very busy and learning many new skills.

Kiki stated that the summer reading program was a success, with the 198 participants reading for a total of 4500 hours. The celebration party had 47 attendees. We had our first patron complete the 1000 books before kindergarten challenge! Story time has been held outside during the summer. As the weather cools and the event moves inside it will be limited to 6 children to allow for social distancing. More sessions will be added to meet demand.

TREASURER'S REPORT:

The payroll and budget are on track and looking good. Professional development funds are not being drained due to Covid limiting the opportunities. Janice requested that those unspent funds be used to buy books. Trustees unanimously agreed. Melody Santos will train under Jim to learn the role of Treasurer. Budget time is approaching, Melody and Liz will meet with Jim and Janice to learn more about the process.

The trustees each signed the August 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: The town has adopted a Covid-19 Illness Policy. On a motion by Tom and seconded by Jim, and passing with all ayes, the library will follow that policy. The policy will be posted on the library website.

Basement leak: The gutters and landscape grading to help mitigate water infiltration have been completed.

Amphitheater: Liz, Janice and Kiki toured the Sandown Library's amphitheater project with Judy True from the Ideal Paver company. Judy suggested a ramp as part of the proposed project, which would mitigate the need for our long term goal of adding an elevator.

Air Conditioners: Bruce Hermenau Plumbing and Heating has been selected to replace the A/C condenser. Covid supply chain issues have made sourcing the parts challenging.

Sign: Stone Sign and Design has started work on the new sign. When the electrician comes to install it's lighting Janice would like them to add additional outlets on the main floor for patron's laptops.

NEW BUSINESS:

Juneteenth was adopted as a holiday by the town select board. On a motion by Liz, seconded by Erin, and all ayes, Juneteenth will be a holiday for library staff.

The New Hampshire Library Trustees Association has issued the updated 2021 Library Trustee Manual. A physical copy will be available in the red binder in the library office. A digital copy can be viewed at NHLTA.org.

Janice posted on Facebook about the difficulty of getting books due to Covid-19 supply chain problems and that the new release shelf was looking sparse. She informed the trustees that Baker and Taylor have not been filling book requests in a timely manner. Melody suggested keeping older new releases on that shelf longer. Susan suggested putting back the descriptive signage that was in use to limit book handling during the last Covid surge. This would show that the title was here but currently checked out. Janice will look into ordering from other sources than Baker and Taylor to help alleviate the problem.

A patron objected to the language in the adult audiobook God's Spy by Juan gomez-Jurado and is asking that a language disclaimer be added. The trustees discussed the issue at length and decided that a copy of the library circulation policy will be included with the formal written response to the patron.

ACTION ITEM: Janice will discuss this with Doug Mansfield to help clarify the response.

Liz adjourned the meeting at 7:28 PM.

Next meeting: Monday, October 4, 2021 at 6:00 PM.

Respectfully submitted, Tom Walker - Secretary