

The Mary E. Bartlett Library

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

**Tracy Waldron, Chair Donald Petterson Marc Wilson Jim Clark Liz McConnell
Alternate Trustees: Lynn Austin Brian Duffy Doug Mansfield**

**Meeting Minutes
Monday, September 16, 2019**

Trustees attending: Tracy Waldron, Marc Wilson, Liz McConnell, Don Petterson, Jim Clark

From the Library: Janice Wiers

Alternate Trustees: Brian Duffy, Lynn Austin

Tracy called the meeting to order at 6:03 PM.

A motion was made, seconded and passed to accept the meeting minutes from the August meeting.

Don made a motion to approve the non-public of August 19th. Jim 2nd. Approved unanimously.

Liz made a motion approve the non-public of July 19th, Don 2nd. Unanimously approved.

Janice delivered the Director's report which this month is combined with the Treasures' report.

- In August, the patron count was 1,863 down from July when the patron count was 2,277.
- We have increased our Instagram followers to 215 from 212 last month (+3).
- We have increased our Facebook followers to 328 from 323 last month (+5).
- We have a total of 621 Mailchimp subscribers, up 2 from last month.
- We added 13 new patrons (11 adults and 2 children) this month. We currently have 3,038 patrons.
- Heather was contacted as a potential CLNH (Children's Librarians of New Hampshire – formally CHILIS) officer (VP) for the coming year. The person who reached out, said her name came up because of the “out of the box” programming she is doing (we are not sure where this is coming from, maybe social media?). While she is not able to take this on at this time, this is quite an honor.
- We received 2 entries in our Amphitheater Design Contest. Some great ideas were suggested. In addition, a book Heather recently purchased gives ideas on creating outdoor spaces that connect children with the natural world. There were a few ideas that spurred some thoughts that we will share when we meet. We need to add this as an agenda item so that we can move forward with the process.

- We had to disengage the small heating unit in the Meeting Room when it malfunctioned and filled the room with the smell of propane. Suburban came out, inspected it, and shut it down, tagging it for no further use. A senior rep came out and he decided that the unit could be fixed for less money. It has been repaired and is working well.
- A plumber came to assess and quote sink repairs. The 2 upstairs and 1 of the downstairs sinks are leaking. Both upstairs sinks were repaired, including a new shutoff valve at a cost of \$225. We were unable to recreate the problem in the downstairs sink.
- Two quotes have been received for roofing repair. There is concern that it won't last another winter. It seems to have deteriorated very quickly, as it wasn't this bad when we had the other section worked on. Pride Roofing also came by and agreed that the deterioration happened very quickly as he remembered assessing the whole roof when they came to do the original roof last year. The Trustees directed Janice to ask Bob Gilbert to review the quotes and to inquire about the warranty for the roof shingles from when the addition was built.
- We received 6 submissions for the library assistant position. Interviews were conducted with 2 candidates who have been offered positions. Mary Hill will be joining us next week as a Library Assistant, and Katie Coppola will be joining us next week as a Library Substitute. Both candidates have a lot to offer and will complement each other well.
- Janice brought forth a question for the Friend's of the Library regarding changing their by-laws. The Trustees clarified that the Trustees have no say in the Friend's by-laws. The Trustees discussed ways to clarify the relationship between Friends, library staff, and the Trustees. Lynn suggested that Janice give Katie (the current Friends chair) a copy of the 1-page sheet on the role of a Friend's group that is published by the NHLTA. Janice also mentioned that the ALA has a guide on the role of a Friend's group.
- Janice will sign the contract to have the LED lighting conversion started.

Tracy asked for a motion to approve the revised Employee Handbook. Don made the motion, Liz seconded it, the vote was unanimous to approve.

Janice brought up the fact that Records Retention policy needs to be created. Tracy and Janice will work on creating the policy.

Janice described the changes that the town is making in the budgeting process. All town departments will now submit their budget requests at the same town. The BudCom has also asked that all budgets be at a zero increase. The town has asked that budgets be presented on October 1st. This is a problem for the library because of the budgeting process and the fact that the Trustees need to vote to approve the budget before it can be submitted to the town. Jim and Janice will work to prepare the budget.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 7:45 pm.

Tracy scheduled a special Trustee meeting will be Sept 30, 2019 at 6 pm to review and vote on the budget for next year.

The next regular scheduled Trustee meeting will be Oct. 21st at 6 pm.