

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, January 14, 2019

Trustees Attending: Tracy Waldron, Liz McConnell, Jim Clark, Don Peterson
From the Library: Janice Weirs, Library Director
Alternate Trustees: Lynn Austin

6:05 Tracy called the meeting to order.

Due to questions and concerns regarding the draft of last month's meeting minutes, voting to accept the minutes is tabled until the February meeting.

Director's Report

Janice reviewed her monthly director's report.

Chief Artieri joined this morning's staff meeting to share best practices should any "uncomfortable" or "odd", though possibly not illegal, situations arise at the library.

Discussion followed regarding creating an incident report form and binder for staff to use as a way to document behavior/activity in the library that possibly violate established library policies. It is intended to serve as an internal reference record.

Janice passed out printed copies of the 2019 January Newsletter was emailed to patrons. The board complimented Janice on the letter that focuses on the changes and improvements that have been taking place under her leadership. Tracy commented that the section explaining why sending overdue book/media notices have resumed was particularly helpful. Janice commented that a couple of patrons were upset to receive an overdue notice. Lynn commented that since we do not charge an overdue fee, why would anyone be upset to get a reminder to return their book, magazine, DVD, etc. ? She said that she appreciated Janice's explanation that the notice is not punitive.

Janice circulated her initial draft of the library's Annual Report that will be included in the 2018 Town Annual Report. Trustees provided feedback on the draft. Janice and Jim will get together to produce the final draft.

The Friends of MEB Library purchased and donated a new Dremel 3D Printer and filament that is already in place and working near the circulation desk. Trustees and Janice extended sincere thanks to the Friends for making this important purchase, and to Heather for researching 3D printers to find the model best suited for our STEM and STEAM programming efforts and patrons' 3D printing needs. Lynn asked if patrons may use the printer on

their own or if a staff member will always be responsible for using the printer. Janice answered that for the foreseeable future, staff will handle the printing. Lynn suggested a usage policy be drafted for the 3D printer.

Treasurer's Report

Jim reviewed the treasurer's report, noting the \$2400 encumbered for the flooring in the amphitheater, and the \$500 the library is returning to the town from this year's budget.

Old Business: Policies

As part of our ongoing commitment to review and update current MEB policies, and to write new policies as needed, the board reviewed the following updated policy drafts:

- **Behavior Policy** – Discussion ensued regarding this new library policy.

Lynn motioned to accept the updated Behavior Policy with the understanding that boilerplate text from Doug be added at the end of the policy in keeping with the other MEB policies.

Don seconded the motion. All approved.

- **Promotional Photography Policy**, and the corresponding **Promotional Photography Form** -

Discussion ensued regarding this new policy; voting on this policy is tabled until Doug and/or Brian can provide feedback. Lynn asked why the policy is "opt in" rather than "opt out". Discussion followed regarding best practices, various program situations where opt out would be conducive, and why having a signed photography consent form is essential to have on record.

(Note: 7:00 PM, Liz departed the meeting for a prior commitment.)

- **Confidentiality of Information Policy** - Discussion ensued regarding this updated policy draft, which includes a reference to The PATRIOT Act; voting on this policy is tabled until Doug and/or Brian can provide feedback.
- **Computer Usage Policies** – Discussion ensued regarding this updated policy draft. Lynn commented that sections regarding actions library trustees or staff will vs will not take seem to contradict one another. Voting was tabled until Doug and/or Brian can provide feedback and conflicting or unclear wording can be re-written.

The board thanked Janice for her great work in leading the efforts of drafting the new or updated policies.

Discussion followed regarding ensuring the policies are posted on the library website, and that an MEB Policies binder will be kept at the circulation desk should any patrons wish to review the policies, or should staff need to enforce a policy. Janice mentioned that, from this point forward, new patrons who sign up for a library card will also be told that the library policies are on our website, and may receive a printed copy of the Behavior policy and/or other library policies.

Other Business

- Jim mentioned that the board position he currently holds is up for election in March. Jim will be running for re-election.

- Tracy stated that in 2020, board positions currently held by Don and Marc will be up for election.
- Lynn said that the carriage lights on the outside of the library are not on a timer and are sometimes accidentally left on during the day. Janice will investigate putting them on a timer.
- Janice stated the library will be closed on Monday, Jan 21st for Martin Luther King/Civil Rights Day holiday, as well as Presidents Day in February.
- Tracy stated that due to the February trustee meeting will be Feb 11 at 6pm due to the Presidents Day holiday.

Summary of Action Items:

- Janice will draft an incident report form for the trustees to approve at the Feb meeting
- Tracy will email Doug and Brian regarding their feedback needed for the policies noted above so that the board may review and vote on the updated policies at the Feb meeting
- Jim and Janice will get together to finish drafting the library's annual report for the town report
- Janice will talk with Bob Gilbert about putting the outside lights on a timer and will report on this at the Feb meeting

Next Trustee Meeting: Monday, February 11, 2019 at 6 PM

Respectfully submitted,

Lynn Z. Austin