



## Trustees of The Mary E. Bartlett Memorial Library



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Melissa Bertoulin, Chair Melody Santos, Deputy Chair and Treasurer Tom Walker, Secretary Megan Schneider, Jeff Donald

### Meeting Minutes

**Monday, April 08, 2024**

Trustees attending: Melissa Bertoulin(virtually), Tom Walker, Melody Santos, Jeff Donald

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

#### Others:

Alternate Trustees: Susan Lunn

Public: Andy Artimovich representing the Select Board, Tracy Descoteux representing the Friends, Judy True from Ideal Pavers.

Janice called the meeting to order at 6:04 PM.

Melody motioned, with a second by Jeff, to allow alternate trustee Susan Lunn to vote in Megan's absence. The motion was unanimously accepted. Melissa - aye, Tom - aye, Melody - aye, Jeff - aye.

Jeff, with a second from Susan, motioned to nominate and approve Melissa Bertoulin as Chair, Melody Santos as Deputy Chair and Treasurer, and Tom Walker as Secretary. The motion passed unanimously. Melissa - aye, Tom - aye, Melody - aye, Jeff - aye, Susan - aye.

#### **APPROVAL OF MINUTES:**

On a motion from Melody, with a second by Suan the 3/11/2024 meeting minutes were unanimously accepted. Melissa - aye, Tom - aye, Melody - aye, Jeff - aye, Susan - aye.

#### **CORRESPONDENCE:**

Rebecca Dunham emailed asking for the name of the new chair. Janice will forward the name and ask that all correspondence from the Brentwood Newsletter be directed to her as usual.

#### **PUBLIC COMMENT:**

Judy True, representing Ideal Pavers, discussed the possibility that any leftover amphitheater paver blocks

could be engraved with sponsors' names as a fundraiser. Judy stated that Ideal does not offer that service, but she had called North East Engraver Supply and Lost Treasures Laser Engraving. North East only supplies the equipment and recommended Lost Treasures. Bill Hoppy from Lost Treasures stated that depending on the size paver the engraving would be between \$18-\$23 per brick. Trustees discussed possible donation amounts for each size engraved brick. Many of the library's younger patrons have been fascinated by the building of the amphitheater. Hearing this Judy read stories to a group of children and gave out hard hats, rakes, and "Hardscaper in Training" t-shirts donated by Ideal Pavers. Thank you Judy for your hard work on this project and for your kindness to the kids.

#### **DIRECTORS REPORT:**

Janice submitted her Director's Report to the trustees in advance of the meeting as usual for review. Also included were the Youth Librarian's Report, Check Register, Profit and Loss Statement, and Salary Report. Website traffic, and social media followers continue to grow. Facebook followers increased by 4, Instagram followers by 4. There were 952 in-person visits this month. There were 747 visits to the library website with 1324 page views. There were 8 new adult library card holders added. 135 books and 50 other media were added to the collection this month. Udemy Business has had 60 patrons enrolled in 101 courses so far. Digital borrowing remains popular with 557 Libby and 263 Hoopla borrows. The Vertical Response open rate was 40%. The library is partnering with Andy Gray from the Brentwood Rec Center on a Senior Explorers Program. The initial exploratory meeting had 4 attendees. There was a Crochet class offered this month that had 6 participants learning how to crochet a bookmark. Janice mentioned that Kiki received a glowing comment from a patron for her willingness to recommend books that the patron might enjoy reading. The library had an energy audit conducted by Margaret Dillon of S.E.E.D.S. The annual financial audit was completed with no issues found. A new substitute library assistant has started and is settling in nicely. Museum passes, sponsored by the Friends group, are very popular. The Friends have set up a display at the library with museum representations. The Friends annual Plant/Book/Bake sale with the Brentwood Gardeners will be held on the front lawn this year. They will be adding a basket raffle because there is still no access to the basement book sale area due to amphitheater construction. They will be accepting themed baskets during April and tickets will be sold in May. Seacoast Security began planning to install an alarm panel at the rear door which will be the main employee entrance once the amphitheater is completed.

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

Kiki submitted her report in writing prior to the meeting. The new six week Storytime began on March 12th. There are 10 kids on Tuesdays, 9 on Wednesdays, and 8 for Toddler Storytime on Wednesday mornings. The Lego club had 8 participants. Little Kids Yoga had 4. 15 people signed up for the eclipse themed craft kit. Mrs. Mayo's 2nd grade class visited the library on March 25th to learn about the 3D printer and its use in design and engineering. Each student received a 3D printed robot figure. Kiki spoke to Mrs. Mayo's classroom on March 29th for a Women's History Month presentation and competition.

#### **COMMITTEES:**

Melissa and Megan will liaise with Janice and Kiki to start planning an amphitheater ribbon cutting ceremony.

#### **OLD BUSINESS:**

##### **Amphitheater:**

The location of the Butterfly Garden rainwater collection tank necessitated a change order for the amphitheater. Parking spots were adjusted slightly and the shed will be moved back. The change will save the project a little money.

On a motion from Jeff, with a second by Melody the trustees voted to allow Melissa Bertoulin, as Chair, to sign for amphitheater change orders under \$500. Change orders over \$500 will still require a full vote from the board. Melissa - aye, Tom - aye, Melody - aye, Jeff - aye, Susan - aye.

Liz McConnell had started the process of contacting local banks regarding possible grants for the amphitheater. Tom will pick up the work moving forward.

Jeff will work with Janice to start updating the library's bylaws.

**NEW BUSINESS:**

Janice mentioned that there are a number of books in the library catalog that are not on the shelves. An inventory of the collection would update the catalog. She wanted to start a discussion about how and when this might occur. Trustees discussed various scenarios and volunteer options for this possibility.

A motion to adjourn was made, seconded and approved. The meeting was adjourned at 7:57 PM.

**Next meeting:** Monday, May 13, 2024 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary