



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, May 13, 2024

Trustees attending: Melissa Bertoulin, Melody Santos, Tom Walker, Megan Schneider, Jeff Donald

From the Library: Janice Wiers - Library Director

Others:

Alternate Trustees: Susan Lunn, Kristen Goodrich, Leeann Kane

Public: Andy Artimovich, Tracy Descoteux, Jacob Filomeno, Lois Deyoung, Katie Bruce

Melissa called the meeting to order at 5:59 PM.

APPROVAL OF MINUTES:

On a motion from Megan, with a second by Jeff, the 4/08/2024 meeting minutes were unanimously accepted. Melissa - aye, Melody - aye, Tom - aye, Susan - aye, Jeff - aye.

On a motion from Megan, with a second by Jeff, the 4/24/2024 meeting minutes were unanimously accepted. Melissa - aye, Tom - aye, Megan - aye, Jeff - aye.

On a motion from Megan, with a second by Jeff, the 5/02/2024 meeting minutes were unanimously accepted. Melissa - aye, Melody - aye, Tom - aye, Jeff - aye.

CORRESPONDENCE: None

PUBLIC COMMENT:

Jacob Filomeno gave an overview of his Eagle Scout project to build a shed for the library. There will be a car detailing fundraiser for the project on Sunday 5/19/24 from 2:00-4:00 PM at 140 Middle Road in Brentwood. The event will be advertised on Facebook, Instagram, and

Brentwood's town website.

DIRECTORS REPORT:

Janice submitted her Director's Report to the trustees in advance of the meeting as usual for review. Also included were the Check Register, Profit and Loss Statement, and Expense Report. Website traffic, and social media followers continue to grow. Facebook followers increased by 10, Instagram followers by 10. There were 1103 in-person visits this month. There were 744 visits to the library website with 1371 page views. There were 9 new library card holders added, 8 adults and 1 child. 155 books and 52 other media were added to the collection this month. Udemy Business has had 68 people enrolled in 114 courses taken to date. Digital borrowing remains popular with 601 Libby and 256 Hoopla borrows. The Vertical Response open rate was 33%. There were 20 children's programs with 183 attendees and 2 adult programs with 10 attendees this month. The book club discussed the book, "Small Town, Big Oil - The Untold Story of the Woman Who Took on the Richest Man in the World- And Won." by David W. Moore. In 1973 Aristotle Onassis attempted to put an oil refinery on Great Bay in Durham, NH this book chronicles the successful fight to prevent it. Janice attended many meetings this month; including Trustee and Friends of the Library, Select Board, Seacoast Area Librarians, a Zoom meeting with a NH teen poet laureate to discuss a poetry workshop, 2 subcommittee meetings with Melissa and Megan to plan the Amphitheater Dedication Ceremony, and an AI Awareness workshop to learn more about the pros and cons of AI which she will give a presentation on in Mid-August. Janice reports that many patrons are excited about the progress being made on the Amphitheater. She has had a number of patrons compliment the library on the breadth of topics of new books. One patron asked about the process that goes into picking which titles are ordered. Janice explained the curation process and the goal of presenting balanced information on a broad range of topics so that patrons have the opportunity to make up their own minds about issues. The Friends held a fundraiser at The Oven in Epping. The Friends and the Brentwood Gardeners will hold the annual Book/Bake/Plant sale at the library on 5/18/24 from 9:30-noon. Book totes with a line drawing of the library are now available for purchase at \$20 each. Installation of a security panel near the rear door of the library will take place 5/16/24, this will be the employee entrance once the amphitheater parking lot is completed. The library handed out 500 pairs of eclipse glasses that were a grant from Starnet/SEAL. Janice turned in the annual statistics to the state library. Drop-in options during school vacation week saw a lot of use with 36 patrons participating. Big Kids Yoga was fully attended with 10 children participating.

ASSISTANT DIRECTOR/ YOUTH SERVICES LIBRARIAN REPORT:

Kiki was out sick for a portion of the week so Janice rolled the youth report into the directors report this month.

Committees:

Amphitheater dedication ceremony: The ribbon cutting ceremony will be held Saturday 6/15/24 from 2-5:00 PM, rain date 6/23/24. Two food trucks have been lined up so far. A bubble house is booked. DJ Walker has volunteered to do face painting for the event. A draft agenda has been put together. Invitations have been sent to town boards and officials. Flyers advertising the event have been posted on social media and around town.

Old Business:

Amphitheater update: The bushes will be installed next week. Curbing should finish up soon. Trustees discussed adding a second handicapped parking spot. Trustees discussed the pros and cons of adding

one-way entrance/exit arrows to guide traffic. Also discussed was the addition of a 4' x 8' AZEK board to cover a section of wall exposed during construction. This will also serve as the backing board for a "buy-a-book" fundraiser in which patrons can purchase a book plaque with their name on the spine to be placed on "shelves" attached to the board. To date there have been \$5294 in change orders for the project, the bulk of which have been offset by reductions in other areas. The Friends group has donated \$5000 to help with finishing touches for the project. Items to be purchased with these funds include a sun shade sail and its installation, removable cushions for the bench seats, and a popcorn machine.

TD Bank has an Affinity Program in which TD customers can assign an organization to receive a yearly donation based on their average account balance. Hooksett Public Library has received over \$8000 in this way. Melody has looked into this and recommends that we ask patrons to assign our library as their preferred recipient.

Alternate Trustee Applications are due and there will be one open position as Kristen Goodrich will be stepping down. Thank you Kristen for your hard work and dedication to the library. The Select Board has moved to an application process to give more residents the opportunity to apply for positions, but libraries have specific rights over this process under state RSA's. No decision has been made on how this will apply to the library. Lois DeYoung and Katie Bruce, both in attendance, expressed their interest in the position.

An inventory of the library has not been held in over six years, discussions have taken place at prior meetings about how this should be undertaken, it has been decided that the best way would be to break it down into smaller increments to lessen the disruption to patrons.

Tom gave an update on applying for grants from local banks to fund the completion of the amphitheater project. Most banks serving the area have online processes for applying for community grants. Tom is in the process of filling out application forms for those that focus on arts, culture, and education.

Blue Collar Workforce has committed to finish repair work on the front entrance deck and ramp before the amphitheater dedication ceremony.

The Linda A. Johnston memorial plaque should be ready in time for the ribbon cutting ceremony. In the unlikely event it is not the company producing the plaque will provide a stand-in sign.

New Business:

The employee handbook is not a policy per se, but Janice is reviewing this important document. Trustees discussed employee earned time rollover totals and buyout. Janice suggested that one policy be reviewed per month. With eighteen policies each will be reviewed within a reasonable period of time.

NH Library Trustee Association membership is due. Trustees asked Janice to renew the membership.

Melody, with a second from Megan, motioned to adjourn the meeting at 7:42 PM. The motion passed unanimously.

Next meeting: Monday, June 10, 2024 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary