Trustees of
The Mary E. Bartlett Library
22 Dalton Road
Brentwood, New Hampshire 03833-6000
(603) 642-3355

Meeting Minutes:
January 14, 2014

Trustees attending: Robert Gilbert, Don Petterson, Douglas Mansfield
From the Library: Betsy Solon
Others: Alternate Trustee Jim Clark

• Meeting called to order by Bob at 6:38 pm.

• December 16, 2013 meeting minutes were approved as written without dissent, as motioned by Doug and seconded by Don. Don requested that all future minutes be emailed to the board instead of placed in library mailboxes. Bob agreed to speak to Gene about emailing the minutes.

• Don distributed the December 2013 check register for trustee signatures and copies of the December Treasurer’s Report. Report was accepted.

• Betsy handed out a Director’s Report highlighting staff, technology and facilities updates.

• Gene will work with Betsy to write the annual “blurb” for the Town Report. It must be submitted to Karen by February 7th. Don will work on the financial report.

• Elevator Lift Grant monies were discussed. Doug has been researching the process of changing the grant purpose as the original use is no longer valid. It was decided that the best approach will be to settle on an alternate use for the funds which keeps the spirit of the original grant, then to contact a decision maker at New Hampshire Charitable Trust. Bob motioned for Doug to contact and negotiate with NHCT regarding the Piscataqua grant; seconded by Jim. All in favor.

• Jim asked which trustees’ terms were up this March. There are two: Don and Marc. Don will run again. Bob volunteered to speak with Marc to see if he plans to run. We are unaware of any other possible candidates.

• The board reviewed drafts of a Code of Conduct and an Unattended Children Policy. After discussion, Bob motioned to adopt the Code of Conduct Policy, Don seconded. All in favor. Don motioned to adopt the Unattended Children Policy, Bob seconded. All in favor. Betsy will print out the new policies on Trustee Letterhead and place a copy in Policy binder.

• Jim asked about submitting a library warrant article for painting another exterior side of the building with funds from the maintenance capital reserve. Bob will be checking with Karen Clement to make sure our painting funds request falls under the annual town wide building maintenance warrant article that the Selectmen will be proposing. If not, he will call a special meeting so the board can approve a library warrant article request.

• Jim made a motion to set the Trustee Meeting dates to the third Monday of each month, except for January and February, when the meetings will be held on the second Monday because of Federal Holiday library closings. Bob seconded: all in favor.

• At 8:00 the meeting adjourned on Bob’s motion, seconded by Jim: all in favor.

Respectfully submitted by Betsy Solon

Next Meeting Monday, February 10 at 6:30 pm