Trustees of
The Mary E. Bartlett Library

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

Marc Wilson, Chair  Douglas Mansfield  Donald Petterson  John Hayes
Tracy Waldron  Jim Clark

Alternate Trustees: Lynn Austin and Brian Duffy

Monday, February 12, 2017

Trustees attending: Marc Wilson, John Hayes, Douglas Mansfield, Jim Clark, Tracy Waldron
From the Library: Kathy Sperounis
Others: Alternate Trustees Lynn Austin and Brian Duffy

Chairman Wilson called the meeting to order at 6:05 PM.

Upon motion duly made by Mr. Clark and seconded by Mr. Mansfield, the minutes from the January 8 meeting were unanimously approved.

Director’s Report

Director Sperounis then delivered the Director’s Report. Director Sperounis gave highlights from the annual report: the unused portion of the library’s budget was returned to the town; the library has activated a debit card and is paying bills online; Paul Tuck will be providing a quote for refurbishing the amphitheater; work on the new roof over a portion of the building will begin in the spring; the Fire Department came and inspected for fire safety, replacing batteries in smoke alarms and testing extinguishers. Director Sperounis also discovered that the library had an existing Mail Chimp account with a number of subscribers and she reactivated the account.

A discussion was had regarding the Joyce Miller Children’s Book Fund (the “Fund”) established to honor and thank Ms. Miller for her years of service to the library. Director Sperounis did not have the exact balance of the fund available. After discussion, the Board determined that, consistent with notice to patrons, Ms. Miller would be able to direct the use of Fund for the purchase of books for sums contributed up until February 9, 2018. Any sums contributed after February 9, 2018 would be used for any children’s library purposes at the discretion of the Director, the new children’s librarian, and the Board.

Mr. Mansfield moved, and Chairman Wilson seconded, to amend the annual report to reflect changes to the use, direction, and name of the Fund. The motion passed unanimously.
Evalyn Flanders gave notice that she is leaving the library. Her last day will be February 19, 2018. Other employees will pick up her hours.

Joyce Miller is now working 6 hours per week in the library.

The library staff will be meeting with the new Police Chief for safety training.

Meet the candidates night will take place on February 22, 2018 from 7 to 9 PM. There will be two contested races in town.

**Treasurer’s Report**

Mr. Clark delivered the Treasurer’s Report in the form of the check register and spreadsheet. No attendees had any questions regarding the Report. The Trustees reviewed and initialed approval of the previous month’s check register.

**Old Business**

Director Sperounis, Ms. Austin and Ms. Waldron reported regarding applicants for the assistant librarian/children’s librarian position. Ms. Austin reported that the pool of applicants was strong and that she, Ms. Waldron, and Director Sperounis would be interviewing the five top candidates over the next two weeks. Current part-time employee Joyce Keegal is among the applicants.

**New Business**

Chairman Wilson circulated a Planning Board document which asks for a six year projection of capital expenditures over $10,000 for maintenance, repair or replacement of municipal buildings and equipment with life spans of over five years. After discussion, Mr. Clark moved, and Mr. Mansfield seconded to add a $25,000 line item to the Planning Board document for renovation of outdoor gathering space. The motion passed unanimously.

A discussion was had regarding whether to refurbish or replace the amphitheater. The Board considered whether the cost of replacing or refurbishing the wood every year or two may be more than replacing the amphitheater with a grassy hill, parking, or other feature. The Board agreed that Director Sperounis would obtain the estimate to refurbish the existing amphitheater but that there would be further discussions regarding the use of the space.

**Nonpublic Session**

At 7:05 PM, Mr. Clark moved to enter into nonpublic session pursuant to RSA 91-A:3, II(a). Mr. Mansfield seconded the motion. Wilson, Hayes, and Waldron voted in favor of a nonpublic session. No Trustees opposed.

At 8:42 PM, Mr. Mansfield moved to exit nonpublic session. Mr. Clark seconded the motion. Wilson, Hayes, and Waldron voted in favor. No Trustees opposed.
Chairman Wilson moved to seal the minutes of the nonpublic session. Mr. Mansfield seconded. Clark, Austin, Hayes, and Waldron voted in favor. No Trustees opposed.

Mr. Mansfield made and Mr. Clark seconded a motion to adjourn. The motion passed unanimously and the meeting adjourned at 8:50 PM.

The next meeting will be held Thursday, March 22, 2018 @ 6:00 pm.

Respectfully submitted,
Brian Duffy