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

Approved Meeting Minutes
Monday, November 20, 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; member of the public Allen Cook

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

The first order of business involved correcting the draft minutes from the October 16 meeting. Mr. Clark circulated a hard copy of revised minutes he had written up and read those revised minutes aloud to the Board. Upon motion duly made by Mr. Mansfield and seconded by Mr. Hayes, the revised minutes were unanimously approved.

Director’s Report

Director Sperounis then delivered the Director’s Report. Director Sperounis attended a NHLA meeting on November 11 and picked up some valuable information regarding library advocacy and program ideas. Director Sperounis further provided an update on the three winners of the design contest for the library’s teen area. The library will incorporate aspects of all three designs and the three winners will assist in setting up the teen area. The library will send out its first e-newsletter in December. As to recent programs, Ms. Zlotnick came and spoke about the town’s solar array at the Fire Department to 13 attendees, including Chairman Wilson. Thirty people attended a program on November 16 with WMUR weatherman Josh Judge, who spoke about his new children’s book.

Assistant Director Joyce Miller gave her letter of resignation, to be effective December 31, 2017. Ms. Miller has accepted an invitation to work 4 hours per week after her resignation. Director Sperounis has so far received ten applications for Ms. Miller’s position. The Board discussed the process for reviewing these applicants and determined that at least one Board member should participate in interviews once Director Sperounis has narrowed the applicants down to three
candidates. Ms. Austin offered to share her experience from the search committee for the director and to assist with interviews if needed. Chairman Wilson recalled that the Board had identified one applicant for the director’s position as a good fit for the assistant director’s role.

Public Questions and Comments

Mr. Cook mentioned that he just wanted to check in, that he appreciates the work that the library does, that he values the library as a community resource, and that he did not have other specific requests or comments.

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

Chairman Wilson reported that the 2018 budget was presented to the Board of Selectmen on November 14. It was well received. Because the budget was lower than the prior year’s, the Selectmen asked whether opening hours would be reduced; they would not be. Chairman Wilson and Mr. Clark also presented to the Board of Selectmen about re-roofing the library and repairing one of the library’s furnaces and asked the Selectmen whether the library should seek a warrant article or obtain the funding through the town’s capital fund. The Board of Selectmen indicated that the roof and furnace should be covered through the capital fund but did not vote on the matter. One Selectman asked about the re-roofing project and recommended that library use the highest quality shingles possible, as they will last longer.

Mr. Clark observed that it was worth following up with the Town Administrator to ask whether a vote on the use of the capital fund for the roof and furnace would be necessary. Ms. Austin agreed.

Action Item: Director Sperounis was asked to follow up with the contractor to obtain a quote on longer lasting shingles and to learn more about timing of the project and payment terms.

Action Item: Director Sperounis to reach out to Karen Clement to determine whether the Board of Selectmen needed to or would vote on the library accessing the capital fund to pay for re-roofing and the furnace.

Ms. Austin asked Mr. Clark to share with the Board a copy of his Treasurer’s memorandum that he provided to the Board of Selectmen with the budget. Mr. Clark said that he would.

Mr. Mansfield explained that the 2018 budget was lower than that for 2017 because Director Sperounis had opted not to take health insurance benefits through the town. Ms. Waldron asked if Director Sperounis would receive additional compensation in lieu of these benefits. Mr. Clark responded that she would. However, when the budget was delivered to the Board of Selectmen,
Town Administrator Karen Clement had noted that the payment in lieu of benefits, approximately $1,700, was not listed as an item in the 2018 budget. Mr. Clark had represented to Ms. Clement that the library could cover that payment from other sources. The Board debated whether to reopen the budget to properly account for this expense. A motion to reopen the budget, made by Ms. Austin and seconded by Mr. Mansfield, passed with Wilson, Hayes, Waldron, Austin and Mansfield voting in favor and Clark voting against.

The Board then discussed the media fund from which the $1,700 would be taken. Because the library did not have a director for several months, normal media acquisitions were not made during 2017 and it was felt that there was a backlog for acquisitions. The Board confirmed that unspent funds from acquisitions would return to the town’s general fund.

After further discussion regarding the representation about the library’s ability to cover the $1,700 made to Ms. Clement from the media fund, Mr. Mansfield moved to reconsider the motion to reopen the budget, Ms. Austin seconded, and the Board voted unanimously, with Mr. Clark abstaining, to reconsider the prior motion. The Board determined not to reopen the budget and to absorb the $1,700 in compensation in lieu of benefits from other sources.

**New Business**

Chairman Wilson noted that the library website was out of date, listing incorrect Trustees and officers. It was determined that Director Sperounis was the webmaster. Chairman Wilson asked about analytics, search engine optimization and driving web traffic. Ms. Austin noted that Director Sperounis can access this data as webmaster and Ms. Austin offered to work with Director Sperounis on the website.

Chairman Wilson then asked whether the library might be interested in taking the Town Newsletter under its auspices. Mr. Clark discussed the status of the Newsletter, the process for putting it together and putting it out. Ms. Austin suggested the use of mailchimp. The Board determined not to take on responsibility for the Town Newsletter.

**Nonpublic Session**

At 7:29 PM, Ms. Austin moved to enter into nonpublic session pursuant to RSA 91-A:3, II(c) to discuss an issue with a library employee. Mr. Clark seconded the motion. Wilson, Mansfield, Hayes, and Waldron voted in favor of a nonpublic session. No Trustees opposed.

At 7:41 PM, Ms. Austin moved to exit nonpublic session. Mr. Clark seconded the motion. Wilson, Mansfield, Hayes, and Waldron voted in favor. No Trustees opposed.

Mr. Clark moved to seal the minutes of the nonpublic session. Mr. Mansfield seconded. Wilson, Austin, Hayes, and Waldron voted in favor. No Trustees opposed.
Other Business

The Board discussed developing a policy for the payment of employees in cases where the library closes due to inclement weather.

Action Item: Director Sperounis will check the town employee policy and develop a library policy consistent with that of the town.

Mr. Mansfield made and Mr. Clark seconded a motion to adjourn. The motion passed unanimously and the meeting adjourned at 7:45 PM.

The next meeting will be held Monday, December 18, 2017 @ 6:00 pm.

Respectfully submitted,
Brian Duffy