Mary E. Bartlett Library

Minutes of 6/18/2018

Meeting called to order at 6:00 PM

Attendants: Tracy Waldron, Jim Clark, Liz McConnell, Janice Wiers, Brian Duffy and Bob Gilbert.

Announce Commencement of Public Hearing – 6:01PM
In accordance with 202-A:4-c Trustees' Authority to Accept and Expend Gifts.

Minutes: Liz motioned to accept May meeting minutes
Jim 2nd
Vote: unanimous in favor

Director’s Report: Janice Weir Presented

Questions posed by patrons were brought to the attention of Trustees:
Q – teen job board listing ‘odd jobs’
A – allow job board posting of teen activity if verbal permission by parent is given
Q – Pilgrim Church request the occasional use of amphitheater
A – Approval for any church subject to safety inspection report of seating

Staff Development
Adult staff participated in First Aid/CPR training. All are now certified. Review of defibrillator was also given.

Maintenance
Air conditioner has been installed in children’s room. Painting contractor services are in current budget and will be used for side of building needing attention. New estimates will be sought for install of AC condenser.

Conferences
Library Director and Youth Services/Assistant Director are encouraged to attend Young Adult Librarians Fall Conference being held in Concord.
Summer Reading Program
“Libraries Rock,” a music themed summer program, begins registration on June 25. The goals of the program are to encourage good reading habits over the summer, increase library usage and to increase circulation. Participants will set reading goals and work to earn prizes for their accomplishments. Swasey School and ‘Friends’ are combining efforts to make this a fun and successful campaign.

Program Statistics to Date: 5/1 – 6/17/18
2 Community Meetings
15 new adult patrons, 2 new child patrons
Circulation – 2986
Media added – 356

Trustees are grateful for all that has been accomplished by Janice Weir in the short period of time she has been with us!

Treasurer’s Report:
Brentwood Select Board has allowed the library a credit card from Citizens Bank with a $500 limit. The card is necessary because some companies, like Amazon, will only process transactions through cards. Library debit card with Peoples Bank has been destroyed. Don and Jim will meet at bank to remove name of previous director from account. Tracy, Don and Jim will sign documents at People Bank allowing for the establishment of bill paying capacity, so Library bills can be paid online.

Public Hearing Closed at 7:01
No member of public attended – there has been no objection raised to accepting the gift.

Old Business:
Roofing - Roof repair over the Marilyn Morehead Room has been completed. 
Audit – No report has been issued
Computer Review – Consultants gauged safety of computer system at a high risk level. It has been recommended computer password for wi-fi access be changed weekly and posted inside library.
Air Conditioner – has been installed in Children’s Room
New Business:
Hiring Committee recommendation to be discussed in nonpublic session.

Nonpublic Session
At 7:06PM Jim Clark moved to enter into non public session pursuant to RSA91-A:3, II(b), The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted. Tracy Waldron seconded the motion. Brian Duffy, Bob Gilbert and Liz McConnell voted in favor of a nonpublic session. No Trustees opposed

At 7:49PM Jim Clark moved to exit nonpublic session. Brian Duffy seconded the motion. Tracy Waldron, Bob Gilbert and Liz McConnell voted in favor. No Trustees opposed.

At 7:50 Brian Duffy moved to seal the minutes pursuant to RSA 91-A:3, II because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Jim Clark seconded the motion. Bob Gilbert, Tracy Waldron and Liz McConnell voted in favor. No Trustees opposed.

Close Meeting
Action Items – phone calls to painter John Tibbetts, Don Petterson for schedule to meet at bank, Doug Mansfield regarding employment contract, and Karen Clement regarding hiring. 
Next Trustee meeting July 16 at 6 PM

Tracy Waldron moved to adjourn. Brian Duffy 2nd. All in favor.
Meeting adjourned 7:59PM