Trustees of
The Mary E. Bartlett Library

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

Tracy Waldron, Chair    Donald Petterson    Marc Wilson     Jim Clark    Liz McConnell
Alternate Trustees: Lynn Austin      Brian Duffy      Doug Mansfield

DRAFT Meeting Minutes
Monday, September 17th, 2018

Trustees attending: Tracy Waldron, Jim Clark, and Marc Wilson
From the Library: Janice Wier, Heather Lindsay
Others: Alternate Trustees; Brian Duffy

Tracy called the meeting to order at 6:09 PM.

A motion was made, seconded and to approve to accept the minutes of the meeting of August 20th, 2018.

Director’s Report

- Janice presented the Directors Report. (See attached)
- The following items were highlighted:
  - Social media traffic has been steadily increasing.
  - Patrons are reporting positive feedback about Wowbary. 454 Patrons have subscribed to the service
  - Performance reviews for library staff will begin next week.
  - Interlibrary loan has been very time consuming; approx. an hour per day.
  - Programming was on hiatus during August but has resumed for September and will ramp up for October.
  - Janice mentioned that Lynn Austin asked her to discuss the possibility of using the Austin Fund to purchase iPads. The Board agreed and authorized Janice to explore options.
  - Wifi will be added to the Children’s Room this week.
- Janice asked how to best handle the amphitheater (which is not safe) during the Boo-fest. **It was agreed that the area would be taped off using a Halloween theme.**
- Janice reported that CertaPro painters submitted a quote for painting. Janice researched reviews of the company and found that they have an A-rating. The board reviewed the quote and discussed which sections of the building are most in need of painting. **Janice and Tracy will attend the Town Department Head meeting and will request money from the Capital Reserve account.**
- Janice asked Heather Lindsay to present her finding about the library’s website. The website was created by a previous director who was contacted about transferring the website. Because this is not possible, Heather created a new account and added redirect to
the new domain. A discussion about pricing options ensued and the Board directed Janice to purchase the $140 a year option.

- Janice reported that the library is starting an artist in Residency program. A question was raised about whether the artists could indicate a selling price with a percentage going to the library. Tracy explained that the policy is that the library staff cannot be part of the financial transaction. If there is to be a commission on the sale, it should go to the Friends of the library.

Treasurer’s Report

- Jim presented the Treasure’s report.
- The Trustees signed the check register.
- Jim is working with Janice on the bookkeeping process to allow for access to Quickbooks remotely.
- Jim mentioned that the October Trustees meeting is the last meeting before we need to present the budget to the Board of Selectmen. Jim and Tracy will work up the budget for the Board vote at the next meeting.

Old Business

- Tracy has begun reviewing Library Policies for other towns. She will work with Janice to bring policies in need of review to monthly Trustees meetings.

New Business

- Tracy read an email from Joyce Keegal asking if she can remove the Juniper bushes can be removed. They are in need of trimming at least and create a problem with snow removal. The board approved.
- A Child Safety and Unattended Child Policy was reviewed and approved pending the notification of the Brentwood Police Department.
- A discussion about next year’s budget included staff compensation and computer upgrades.

A motion to adjourn was made, seconded and approved. The meeting adjourned at 7:55 pm.

N.B. Action items are in Bold type.

The next scheduled Trustee meeting will be Monday, October 15th, 2018 at 6 pm.