Mary E. Bartlett Library
Minutes of 7/16/2018
Meeting called to order at 6:08PM
Trustees attending:  Jim Clark, Liz McConnell and Don Petterson
Others:  Heather Lindsay and Janice Wiers

Minutes:  
Jim Clark motioned to accept June meeting minutes with corrections.
Liz McConnell  2nd
Vote:  unanimous in favor

Director’s Report:  Janice Wiers Presented

Staff Development
Director is working toward scheduling staff to maximize their strengths and train where needed to make library experience consistently great for all staff and visitors. Pages have been trained to cover books, thereby speeding up process of getting books into the hands of patrons.

Maintenance
Staff has been brainstorming list of projects to complete in August as summer activities are complete and library prepares for Fall. Janice will reach out to HVAC person recommended through other libraries, so we can get another quote for our system.

Conferences
Library Director and Youth Services/Assistant Director will be attending Young Adult Librarians’ conference in September, as well as the RI Festival of Children’s Books and Authors

Summer Reading Program
211 participants have registered for program. Children in program have set goals for the summer and are starting to show solid progress in reaching those goals.

Program Statistics for June 2018
4 Adult Programs – 49 participants
8 Youth Programs – 88 youth participants, 44 parents
22 new adult patrons, 12 new child patrons
Patron Visits – 1,791 visitors to the library this month. Need to reset counter scan to be able to include children under a certain height that are not captured by the scan and babies carried through scanner.

Circulation – 2790
Media added – 177

All in all, Janice Wiers presented an exciting Director’s Report, with positive numbers for circulation and patron activity!

Treasurer’s Report:
Jim Clark reported budget tracking at 49.2%. Janice and Jim will keep track of expenses so as not to exceed. Staff schedules will be readjusted in August, and will slow down spending.
Janice Wiers will begin to pay library bills with online bill pay system.

Old Business:
Janice Weirs will reach out to Monadnock Cooling for estimate on HVAC system.

New Business:
Wowbrary
Janice Wiers provided information about the non-profit group Wowbrary. The purchase of Wowbrary would allow library patrons weekly email alerts showing the newest books, DVDs, and audio books available at the library. Patrons will also have the ability to click on a title of interest and reserve immediately.
The price of Wowbrary would include a 20% discount for the participation of other local libraries in the purchase of program. Janice has been recruiting other libraries into the Wowbrary system so all can share in a discount.

Liz McConnell moved to allow the purchase of Wowbrary at a cost of $400.
Jim Clark 2nd.
Vote: unanimous in favor

2019 Budget Prep Kickoff!
Jim Clark is asking trustees for input into the 2019 budget. The MEB Library budget should be completed in October, and will be presented to the Brentwood Selectboard in late October or early November.
Close Meeting
Draft of Nonpublic Minutes of Monday June 18, 2018 will be available for review at August meeting.
Next Trustee meeting August 20 at 6 PM

Don Petterson moved to adjourn. Jim Clark 2nd. All in favor.
Meeting adjourned 7:01PM