

**Town of Brentwood Municipal Budget Committee**  
**Minutes of August 14, 2025 site visit at Mary Bartlett Library**

*Committee Members:* Jim Hajjar (chair), Michelle Siudut (secretary), Dan Hebert, Kat Niemiroski, Letty Bedard (BOS rep)

*Staff/Trustees:* Janice Wiers, Kiki Donis-Wahl, Jeff Donald, Melissa Bertoulin (5:16p)

*Guests:* Dexter Swasey, Laura Hajjar

4:33 pm start time. Kat Niemiroski asked to video the meeting. A packet of information including August Director's report, Library staff positions/scheduled hours per week, job descriptions, draft budget. (These documents can be viewed on the town website under the Budget Committee page.)

Trustees: there are 5 elected members, 2 alternates, one Friends rep, one BOS rep; Janice & Kiki.

Trustees require 2 staff persons at all times. Library is open 40 hours per week; but over 150 staff hours are scheduled. Director stated that she and the assistant director spend a lot of time on tasks that are not patron-facing. "Analysis of data is a big part of my job". Janice has been 8 years; Kiki is finishing her 4th year. Janice and Kiki are exempt (no overtime), at 40 hours per week each; there are 3 library assistants each at 20 hours; one library assistant at 13 hours; a page at 4 hours; they are adding another person for 2 hours per day. Library has its own handbook (different from town); health insurance is provided through town plan. Trustees conduct performance review for the Director; director conducts reviews for other staff. Janice wanted to address residents' question about her attendance at many meetings in town, she explained it is part of her job description.

There is an average of 10 new patrons per month. It is hard to predict what days/times are busy, so there are times when there are a lot of staff but no patrons.

The Library currently maintains their own website (\$100ish/yr, which is non-profit pricing through The Friends). They would like to be on the town website in order to ensure ADA compliance, awaiting instructions from TA on how to make that transition.

Staff uses recycled/donated materials as much as possible; they also seek grants. Program line in the budget is mostly adult, as Friends cover most childrens' programming expenses. Library coordinates programs with Rec 2x/summer, with the two splitting costs. Library also shares programs with Brentwood Historical Society and Garden Club.

#### Budget.

- Cleaning expense has increased due to change of vendor. They now use the same company as the town and hope to get a better rate going forward.
- They use HubSpot for newsletter management and a lot of other data; \$150/year.
- Libby should be funded through Sep 2026, possibly Sep 2027.
- Computers (not sure if these are staff or public) have not been updated since 2019. Annual replacement of one machine is within their budget.

#### Facility wants:

- Seeking grant for elevator to more easily access lower level. Downstairs is currently used for programs, which is staffed only for that time period. If the lower floor were to be “opened” that would require 2 additional staff.
- Interior paint has not been done since original construction.
- Exterior painting is necessary but there is lead paint.
- Would like a generator so the library could become an emergency space during power outages.

Library is a town building, but they tend to pay their own facility expenses. Recently HVAC failed and they spent \$3K to fix it. This, combined with an installed exhaust fan, has made the office space more comfortable; they are less tired.

The request to have Library meets livestreamed has been discussed by Trustees but they don't have the equipment and their meeting night is already taken at Town Office.

Visit concluded at approximately 5:45 pm.

Respectfully submitted,

Michelle Siudut, Secretary