Trustees of The Mary E. Bartlett Memorial Library

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

Jennifer Bordis, Chair Jeff Donald, Treasurer Tom Walker, Secretary, Melody Santos, Karen Sevich-Myers

Meeting Minutes

Wednesday, July 08, 2026

Trustees attending: Jennifer Bordis, Jeff Donald, Tom Walker, Melody Santos, Karen Sevich-Myers

From the Library: Janice Wiers - Library Director, Kiki Donis-Wahl - Assistant Director/ Youth Librarian

Others:

Alternate Trustees: Susan Lunn

Public: Letty Bedard - Select Board Representative, Lenore Paquette-Smith - Friends Group Representative

Jennifer called the meeting to order at 6:07 PM.

APPROVAL OF MINUTES:

The 6/17/26 minutes were amended to state that the library will close early for the Summer Reading Program finale.

On a motion from Jeff, with a second by Karen, the 06/17/2026 meeting minutes were accepted. A roll call vote was taken: Jennifer - aye; Karen - aye; Melody - aye; Jeff - aye; Tom - aye. The motion passed by unanimous vote.

CORRESPONDENCE: None

PUBLIC COMMENT: None

ADMINISTRATIVE:

Financial:

Janice pointed out that the print out for the budget shows that the program line is overspent, but that is incorrect. Quickbooks does not have a way to show the grant from NH Humanities and two gifts from UNH,

so the program budget is actually in good shape.

Directors Report:

There were 1,538 in-person visits this month, circulation was also high, at 3,938. This was largely due to the immense popularity of the Summer Reading Program. There were 1,304 visits to the library website, with 2,391 page views. Facebook followers increased by 5, Instagram by 1. There were 15 new adult and 4 youth library card holders added. 122 books and 23 other media were added to the collection this month. There were 805 Libby borrowings and 294 Hoopla borrowings this month. There were 6 adult programs with 110 attendees. There were 5 children's programs with 272 attendees. Most of the adult programs revolved around America250! Janice is working on a commemorative booklet to tie up this grant funded series of programs and activities. Janice and Letty are working on migrating the library website to the town website.

Youth Directors Report:

The Summer Reading Program has been very popular. Thank you Friends group for once again funding this programming.

Committees - Friends of the MEB Library:

The Friends group will be hosting a meet and greet ice cream social for trustees and Friends at the library on August 13th at 5:00 PM.

OLD BUSINESS:

Update on basement construction:

The toilet has backed up again. The plumber is working on quotes to replace the pump or the whole unit. Janice is going to look into replacing the tiles.

2025 Town Audit:

The audit was done and the library passed with no problems.

Update on staffing/scheduling:

Patrick's hours have been increased to 30 hours per week. Tanya has been rehired to work Fridays and one Saturday per month, she will also work as needed depending on her availability.

NEW BUSINESS:

Building A/C:

A library neighbor heard a loud noise coming from an air conditioning unit after hours. He was able to cut off the power to the unit and stop the racket. Janice will check with the fire department to verify that they have emergency access to the building and know where the breaker panel is located.

Field Use:

The baseball field next to the library was deeded to the town for recreational use. It isn't used very often due to lack of parking. Janice has talked with past rec directors about possibly converting it to a children's playground with some parking spaces. The Barn at Crawley Falls abuts the field and has submitted plans to the town for a farmers market. In the plan they mention the field. Janice stated that their plan will be discussed at the Select Board meeting on Thursday July 16th at 7:00 PM.

Landscaping:

Low Carbon Landscaping met with Janice to discuss planned work for the year. The Butterfly garden needs a reset. Jeff stated that he has extra pollinator friendly plants to donate to the project.

UNH Cooperative Extension:

The library will be hosting a Climate Resistant Gardening program in August and a Composting program in October.

Library Credit Card:

The library's recent payment for our current town subaccount credit card was mistakenly applied to another town credit card. TD Bank says there is no way to fix the issue after the fact. To prevent the issue in the future the library could have a card separate from the town bank account. Jennifer has reached out to M & T Bank to explore the idea of a credit card linked to the library's bank account .

The M & T Bank account summary is currently listed as Town of Brentwood and Janice would like it changed to clarify that it is a library account. The account also lists the contact information from two treasurers ago. Having a more generic treasurer email address would prevent this difficulty every time the treasurer changes.

Melody motioned, with a second by Karen, to add Library to the account name of the M & T bank account and to request a treasurer login. A roll call vote was taken: Jennifer - aye; Tom - aye; Melody - aye; Jeff - aye; Karen - aye. The motion passed by unanimous vote.

Friends Group Representative:

Janice will reach out to Chris Carmody for the date of the next Friends meeting. She will then email trustees to determine who will be the library representative at that meeting.

Basement Tour:

Trustees and Letty took a tour of the basement to see the repairs and to talk about rearranging the space. They also talked about surplus items to be removed.

ADJOURNMENT:

Melody motioned, with a second by Karen, to adjourn the meeting. A roll call vote was taken: Jennifer - aye; Tom - aye; Melody - aye; Jeff - aye; Karen - aye. The motion passed by unanimous vote. The meeting was adjourned at 8:01 PM.

Next meeting: Wednesday, August 12, 2026 at 6:00 PM.

Respectfully submitted, Tom Walker - Board Secretary