



***Nesmith Library Board of Trustees***  
**Tuesday, January 15, 2019**  
**Meeting Minutes**

**Present**

***Trustees:*** Tara Picciano (Chair), Michelle Stith (Vice Chair), Mark Branoff (Treasurer), \*Alberto Chang (Assistant Treasurer), Catherine Robertson Souter (Recording Secretary), Karen Moltenbrey (Corresponding Secretary), Neelima Gogumalla (Member at Large)

\*Arrived after start of meeting\*

***Interim Director:*** Sylvie Brikiatis

***Assistant Director:*** Diane Mayr

***Town of Windham Human Resources Director:*** Paula Carmichael

**Call to Order:** The meeting was called to order at 7:04 p.m.

- Mission Statement: Read by M.Stith
- Minutes: Minutes from the December 2018 meeting were accepted.
  - M. Stith moved to accept minutes. Seconded by K. Moltenbrey. Vote: 6-0 in favor.
- Gifts: Two gifts were received at year end: \$200 from N. Clairmont and \$250 from the Barstow family

**Motion made:** By K. Moltenbrey to accept gifts of \$200 from Norm Clairmont; and \$250 from Thomas and Patricia Barstow for the Anne Barstow Named Fund. M. Stith seconded. Vote 6-0 in favor.

- Correspondence: K. Moltenbrey will send out thank you notes with tax information. C. Robertson-Souter will forward said tax wording that was given to her several years ago to include in the letters.

\*7:10 pm - A. Chang arrived\*

**Committee Reports:**

**Personnel Report:**

**7:10 p.m. :** ***\*\*A motion was made to go into non-public by N. Gogumalla according to RSA 91-A:3***

Roll call held by T. Picciano.: Tara Picciano (yes), Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Neelima Gogumalla (yes)  
Mark Branoff (yes)

Discussion held in nonpublic regarding personnel matters.

7:43 pm: P. Carmichael, HR Director for the town of Windham was invited to attend the nonpublic session to provide professional input on discussion.

8:03 pm: P. Carmichael left the meeting.

8:03 pm: D. Mayr and S. Brikiatis were invited to attend the nonpublic session to provide input on the discussion.

**8:27 pm: Motion made to go out of nonpublic and return to public session.**

Motion made by N. Gogumalla. Second by M. Stith

Roll call held by T. Picciano.: Tara Picciano (yes), Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Neelima Gogumalla (yes)

Mark Branoff (yes)

-Decision made in non public session to seal minutes of non public session indefinitely.

-Discussion held in non public session regarding personnel issue and record keeping.

**Motion made:** By C. Robertson-Souter to extend the meeting until the agenda is complete. Second by K. Moltenbrey. Vote: 7-0 in favor.

Discussion: Held as to looking at by-laws to ascertain exactly how they are written as to meeting rules, record keeping, sharing of information following committee meetings, etc. and to change/update those by-laws.

***Search Committee:***

\*S. Brikiatis recused herself from the discussion and left the room

The search committee includes two Windham residents, Peter Griffin and Katelyn Kuttab.

M. Stith read meeting minutes from January 10 Personnel Committee meeting into the record. (see attached)

**8:44 p.m. : *\*\*A motion was made to go into non-public by A. Chang according to RSA 91-A:3***

Roll call held by T. Picciano.: Tara Picciano (yes), Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Neelima Gogumalla (yes)

Mark Branoff (yes)

Discussion held in nonpublic regarding personnel matters.

**9:59 pm: Motion made to go out of nonpublic and return to public session.**

Motion made by K. Moltenbrey. Second by C. Robertson-Souter

Roll call held by T. Picciano.: Tara Picciano (yes), Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Neelima Gogumalla (yes)

Mark Branoff (yes)

-Decision made in non public session to seal minutes of non public session indefinitely.

-Discussion held in non public session regarding personnel issue.

-Decision made in non public session to bring in three candidates for interviews.

-Decision made in non public session to allow personnel committee to reach out to fourth candidate and decide whether to pursue further interviews.

**Presentations and Reports:**

***FLOW:***

- There is no FLOW report

***Staff Report:***

- There is no staff report

***Director's Report:***

- The report presented by S. Brikiatis
  - Older computer monitors on public computers being replaced by new ones.
  - Deliberative session for the town elections will be held February 9. S. Brikiatis plans to attend.

***Treasurer's Report:***

- 100% of the year has passed and 96.8% of the appropriation had been spent. This is even closer to actual budget than in recent years.
- The library remains in compliance with RSA 32:7.

***Committee Reports:***

- *No committee reports* (see below for Personnel)

**New Business:**

***Updates to the Community Activities Policy - Approval:***

The form has been updated to include the new display table, which may be booked for up to four weeks by the public for displays.

**Motion made:** to approve updated policy for community activities by A. Chang. Second by K. Moltenbrey. Vote 7-0 in favor.

***Additional person needed for approval of purchase orders:***

S. Brikiatis explained that, with C. Heidenblad retired, we no longer have three people with authority to sign purchase orders. This may be necessary if she is out of the office and D. Mayr needs approval on a purchase (so that she is not signing her own purchase orders). She recommends giving this authority to Nancy Vigezzi.

**Motion made:** to approve N. Vigezzi to sign off on purchase orders on an interim basis by C. Robertson-Souter. Second by K. Moltenbrey. Vote 7-0 in favor.

***Record keeping, reverse reviews and exit interviews:***

Discussion re possibly holding a workshop on these items in future.

***Legal Q and A:***

C. Robertson-Souter distributed information from the New Hampshire Library Trustee Association on the proper way to record, share and store minutes. Information to be discussed at a future meeting.

**Old Business:**

***Room name plate:***

Name plate is needed for the door of the new Carl Heidenblad Room. S. Brikiatis will ask Cindy to look into how a plate, matching those on the other doors, can be ordered.

**Announcements:**

- National Library Week - M. Stith has done research on this year's event, to be held April 7-13. The events committee will take this up at their next meeting in addition to attending the library planning meeting for the summer activities.
- A. Chang mentioned the the Mom's Club would like to do additional work to the outdoor story space including extending the walk way, irrigation to the garden beds and a small play structure.
- Trustees planning to run for election this year should sign up in Town Hall before February 1
- The next scheduled Trustees meeting will be held February 18 at 7 p.m.
- The library will be closed on December 28, C. Heidenblad's last day, as a transition day.

**Meeting adjourned at 10:25 p.m.**

Respectfully submitted,  
Catherine Robertson Souter

Minutes approved 2/19/19