

Nesmith Library Board of Trustees

**Date: October 16, 2023
Meeting Minutes**



Present:

Trustees: Theresa Abbamondi (Chair), Karen Moltenbrey (Assistant Chair), Catherine Girata (Recording Secretary), Jim Murphy (Treasurer), Jennifer Lopez (Assistant Treasurer), Beth Talbott (Member at Large) Tara Picciano (Member at Large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Members of the Public: Mark Branoff

Call to Order: The meeting was called to order by T. Abbamondi at 6:31 pm.

Mission statement: Read by T. Abbamondi

Approval of Meeting Minutes:

A motion was made by T. Picciano to approve the minutes of the Public Session of September 11, 2023. B. Talbott gave a second. The vote passed 6-0. Jim Murphy abstained as he was absent during the September 11th meeting.

Gifts:

There was a \$50 donation to purchase books in memoriam for Elaine Rittenhouse. A motion was made by K. Moltenbrey to accept the gift. J. Lopez gave a second. The vote passed 7-0.

Correspondence:

- There was no correspondence.

FLOW:

- FLOW has started accepting donations for book fair as of October 15. Donations will be accepted until November 19.
- Flow provided no report

Director:

- Aspen roll out has been seamless. Some work needs to be performed from the back office regarding migration of re-cataloging.
- Nancy's role will need to be filled. The job description of Head of Technical Services will be posted October 17. This job posting will be closed on October 31.
- Holiday schedule has been posted.

A motion was made by J. Lopez to approve the Holiday Schedule with amendments. T. Picciano gave a second. The vote passed 7-0.

Treasurer:

- The library has spent 70.92% of the appropriation. The library is in compliance with RSA 32:7.

Trustee Committee Reports:

- Retirements and reduction of hours have created an opportunity for a headcount in recirculation. Karen is to be promoted to Assistant Director with a Grade 18, Step 4.
- A proposal to restructure a full-time position has been presented so special projects, such as collection development and cataloging, can be attended to.

New Business:

- 2024 Budget to be presented on October 30. Sylvie and Theresa are unable to make that date and will be proposing November 6. The town administrator will present the budget.
- Usage Survey to kickstart at Black Out. A goal of 180-360 surveys would be reflective of 1% of the town's population. A letter to the editor w/QR Code included will be provided to the Windy Indy.

Old Business:

- HB 321 will be put on the January Agenda
 - Capital Improvement Plan was discussed.
 - 2024 Budget was discussed.
 - Personnel Updates—Vicki Freeston, Grade 9, Step 1 for Circulation
- A motion to approve the hire of Vicki Freeston for the part-time position, for the starting pay of Grade 9, Step was made by B. Talbott. K. Moltenbrey gave a second. The vote passed 7-0.

Public Comments:

- M. Branoff shared that the NHLTA will be sponsoring an Orientation Workshop on October 23. The last day to sign up is October 16.
- M. Branoff shared that the NHMA will hold its national conference in Manchester on November 15 and 16.

Announcements:

- The next meeting will be held December 11, 2023 at 6:30.

A motion to adjourn was given by K.Moltenbrey. A second was given by T.Picciano .
The vote passed 7-0. The meeting adjourned 7:46 pm.

Respectfully submitted,
Catherine Girata,
Meeting Minutes