



Nesmith Library Board of Trustees

Tuesday, October 16, 2018

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: Catherine Robertson Souter (Recording Secretary)

Director: Carl Heidenblad

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Staff: Maria Schroeder, Laura Montgomery

FLOW Representative: Jamie Baker

Call to Order: The meeting was called to order at 7:00 p.m.

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the September 2018 meeting were accepted.
 - N. Gogumalla moved to accept minutes. Seconded by M. Stith. Vote: 6-0 in favor.
- Gifts: No gifts were received since the last meeting
- Correspondence: None.
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C. Robertson Souter arrived at 7:04 p.m.

Presentations and Reports:

FLOW:

- Jamie Baker, president of FLOW spoke:
 - Invited the trustees to a Friendsgiving celebration for all staff, FLOW members, and Trustees on Nov. 4 from 5-7 p.m. at her home.
 - Strawberry Festival Update--She is worried that there are not enough volunteers to have a Strawberry Festival in 2019, or if so, it would have to be scaled back unless volunteers come forward to help. She attended the town Fall Festival and got some verbal interest from volunteers but has not received confirmation yet. A decision about the future of the festival will be made by November 1. This could affect funding for future library programs sponsored by FLOW.
 - General public is not always aware that the Strawberry Festival is a fundraiser for the library OR that programs offered at the library are sponsored by FLOW
 - Volunteers do not have to be FLOW members. The process is “turnkey” after 30 years of doing the festival. The committee needs at least ten people to run the festival in addition to the 300 or so who typically volunteer during the day. People could also “job-share, splitting the responsibilities of one position.

Staff Report:

- ***Maria Schroeder:*** Reference, Interlibrary Loan, Adult Programming
 - The state-wide interlibrary loan system has been down for a year so about 50% of her time is spent tracking down books from other libraries for patrons.
 - We have loaned out about 980 items so far this year and borrowed about 173. This is partly due to the fact that we have a solid collection at Nesmith.
 - Adult programming takes about 15% of her time and mostly in summer months. 363 adults took part in programs.
 - This summer 153 books were read during the book reading challenge. Prizes were provided by FLOW.
 - Marie also helps with the circulation desk.
 - About 7.5% of her job falls within the reference area - from helping with public computers to showing how to do research online
 - T. Picciano asked if there is a need to show patrons how to discern between real and “false” news sites. Yes, Maria explained she often does help with this. She also quoted a study that said that 87% of adults trust the information they get from their library.

- ***Laura Montgomery:*** Part-time,
 - Works several shifts at the circulation desk and out on the floor.
 - Does computer support and helps with scanning and printing.
 - Handles book club books for 13 clubs, each with 6-20 members meeting once per month. In some cases, books are ordered individually from other libraries and in others, the club uses a “Reads To Go” kit, designed for book clubs.
 - About 800 books have been ordered for book clubs this year alone.
 - Reads to Go kits, each with 15 books inside were the brainchild of Diane Mayr and others. Nesmith hosts more kits than any other library.
 - Helps with teen and children programs

*C. Heidenblad complimented both M. Schroeder and L. Montgomery on their people skills and commented that we are lucky to have them at Nesmith Library.

Director’s Report:

- Working on transition for when he retires.
- Lighting - making progress with changing to new fixtures
 - Working with LED Conversions of Salem

Treasurer’s Report:

- Approximately 75% of the year has passed and 71.17% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.

Committee Reports:

- Publicity Committee: Meeting to be set before next board meeting

A. Chang departed meeting - 8 p.m.

New Business:

Budget:

- C. Heidenblad presented an updated budget that he has worked on with David Sullivan.

- The current salary amount includes his retirement and hiring of new director and a new children's librarian to be brought onboard in June.
 - All step increases that are due are included.
 - A 2% Cost of Living Adjustment (COLA) has also been included per D. Sullivan's recommendation to the town.
- The heat portion of the budget has increased due to a rise in rates from Palmer Oil. This will have to be looked at more closely.
- GMILCS may also have an increase.
- C. Heidenblad felt that, even with these prospective changes, the budget is close to correct. D. Sullivan was also comfortable with it.
 - **MOTION:** M. Branoff motioned that the Board of Trustees accepts the 2019 budget be set at \$1,152,990. Seconded by M. Stith. Vote: 6-0 Motion passes.

Potential Library Closing Dates:

- C. Heidenblad presented two dates for library closings:
 - Approve closing for Staff meeting November 9, 2018 -- Open at 1
 - Approve closing all day Friday, December 28 for a transition day for the director position.
- Discussion held regarding both dates. C. Heidenblad will have the 28th as his last working day after serving in this position for a total of 24 years.
- C. Heidenblad presented a holiday closing calendar for the coming year.
- Comment also made about the town holiday party that the staff generally attends. The date is not yet set, however.
 - **MOTION:** N. Gogumalla motioned to accept all three items, closing until 1 p.m. on November 9; closing for the day on December 28; and the 2019 holiday calendar plus an additional partial day for the staff to attend the town holiday party when that date is set. Seconded by K Moltenbrey. Vote: 6-0 Motion passes.

Old Business:

Library Director Job Description:

- The current job description needs to be updated and will be done by the personnel committee. A follow up meeting for the entire board will be set for review purposes.

Next meeting:

- The next trustees meeting is set during the week of Thanksgiving. Discussion held as to moving it to the following week.
 - **MOTION:** made by M. Branoff to move the regular trustees meeting for November to the 27th. Seconded by M. Stith. Vote; 6-0, motion passes.

Announcements:

- The next scheduled Trustees meeting will be held November 27 at 7 p.m.
- The NHLTA will hold a personnel workshop on November 13 from 10-1. Trustees are welcome to sign up online at www.nhlta.org. M. Branoff will notify trustees when the signup is live.

Meeting adjourned at 8:33 p.m.

Respectfully submitted,
Catherine Robertson Souter