



**Nesmith Library Board of Trustees**  
**Tuesday, November 27, 2018**  
**Meeting Minutes**

**Present**

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

**By telephone:** Mark Branoff (Treasurer),

**Director:** Carl Heidenblad

**Assistant Directors:** Diane Mayr, Sylvie Brikiatis

**Staff:** Nancy Vigezzi

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

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the October 2018 meeting were accepted.
  - M. Stith moved to accept minutes. Seconded by K. Moltenbrey. Vote: 7-0 in favor.
- Gifts: Display case donated by Garrick family (\$1,250 value)  
Donation of \$3,206.70 donated by Nesmith Quilters

**Motion:** Made by A. Chang to approve acceptance of both gifts. Second by M. Stith. Vote: 7-0 in favor

- Correspondence: Thank you will be sent regarding both gifts. Also, a note was sent from board to former director of FLOW thanking her for her service.

**Presentations and Reports:**

**FLOW:**

- M. Stith provided an update from recent FLOW meeting:
  - Scott Pare, formerly vice-president, will replace outgoing president Jamie Baker,
  - M. Stith and N. Gogumalla, along with Jennifer Simmons and Frank Farmer will chair the Strawberry Festival committee. This year's event will include the town's celebration of the 300th anniversary of the Nutfield settlement, the area that once encompassed the land now known as Windham, Derry, Londonderry, North Salem and the Nutfield part of Manchester.
  - FLOW holiday crafts at the library will begin tomorrow
  - A carnival and book fair will be held March 9, the last day of the children's program

**Staff Report:**

- **Nancy Vigezzi:** Cataloguer, acquisitions
  - N. Vigezzi spoke about her work at the library and provided a look behind the scenes of the intricacies of acquiring materials and cataloguing each piece that enters the library's catalogue.

- C. Heidenblad commended N. Vigezzi and Elaine Rittenhouse for their work, commenting that other directors asked how Nesmith manages to get new materials into the system so quickly.
- N. Vigezzi also works with C. Heidenblad to handle library technology, setting up new computers, working with the public on using the library computers, and responding to technology-based issues

***Director's Report:***

- Updated board on issue with cleaning out HVAC supply lines, which had water leaking into them that smelled rank
  - It may be necessary to change the supply lines, bringing them above ground to avoid worsening situation. This should be looked at within a 5-8 year period. C. Heidenblad is looking for a quote on doing this.
  - Cleaning the supply lines is recommended every few years until they are changed out.
- GMILCs - van service company has decided not to work with GMILCs anymore. A new service is being sought and this could cause minor disruptions in service.

***Treasurer's Report:***

- Approximately 83.33% of the year has passed and 80.02% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.

***Committee Reports:***

- Personnel Committee - working on a job description for Library Director. Meeting set for Thursday, November 29, to finalize. Plans are to have job posting written and finalized as well at this time.
- Discussion regarding interim director set for end of current meeting.

**New Business:**

***Policy:***

- Requests have been made for students who attend Windham Academy to be allowed to receive library cards .
  - Discussion held: Out-of-town residents can currently pay a fee for library cards.
  - Out-of-town residents who have cards to GMILCs-member libraries can use the library already
  - Consensus among board members that no policy changes are necessary as students do have ways to utilize the library.

**Old Business:**

***NHLTA meeting:***

- Board members who attended recent meeting are encouraged to fill out the online survey from the NHLTA

***Budget meeting with Selectmen:***

- Meeting will be held December 6 at 7 p.m.
- T. Picciano, M. Branoff plan to attend

**Announcements:**

- The next scheduled Trustees meeting will be held December 18 at 7 p.m.
- The library will be closed on December 28, C. Heidenblad's last day, as a transition day. Trustees are welcome to join the staff for a "good-bye" luncheon.

**Non-Public Meeting:**

**MOTION:** N. Gogumall motioned, per RSA 91-A:3, a roll call to go into non public session.

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)

**MOTION:** N. Gogumalla motioned to leave non-public session. K. Moltenbrey seconded. VOTE: 7-0 in favor.

**MOTION:** K. Moltenbrey voted to adjourn meeting. M. Stith seconded. VOTE: 7-0 in favor.

**Meeting adjourned at 9:10 p.m.**

Respectfully submitted,

Catherine Robertson Souter

FINAL, approved 12/18/18