



Nesmith Library Board of Trustees
Tuesday, December 18, 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)

Director: Carl Heidenblad

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Staff: Karen Frey, Cindy Bushell

Call to Order: The meeting was called to order at 7:11 p.m.

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the November 2018 meeting were accepted as amended.
 - K. Moltenbrey moved to accept minutes. Seconded by A. Chang. Vote: 7-0 in favor.
- Gifts: There were no gifts
- Correspondence: There was no correspondence.

Presentations and Reports:

FLOW:

- M. Stith provided an update:
 - The Nutfield 300th celebration event committee has decided that the Windham portion of the event will be held over the same weekend as the Strawberry Festival, running Friday, Saturday and Sunday.
 - There will be a Nutfield area at the Strawberry Festival, with people dressed in period clothes and displaying historical items
 - 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 Nutfield committee.
 - There is no budget for the event

Staff Report:

- Cindy Bushell: Bookkeeper/finance admin
 - C. Bushell explained her role within the library providing services including financial support, banking, and general bookkeeping.
 - C. Bushell also works maintains staff payroll calendars, orders office supplies, and works at the circulation desk.

- C. Heidenblad expressed how happy he has been to have Cindy on staff and is able to complete a large quantity of work even though she is only part-time.
- A. Chang said that as assistant treasurer, her work is always correct and he is grateful to work with her.
- Karen Frey: Circulation coordinator
 - K. Frey explained her role, coordinating front desk schedules, volunteer coordinator, billing for fines/damaged books, and as GMILCs contact person
 - K. Frey also coordinates museum passes and has set up and runs the homebound book delivery program. She also runs two sessions/week of toddler time story hour
 - Toddler time has seen 1,550 attendees over the course of the year so far. It is a drop-in program.
 - C. Heidenblad pointed out that we do not have a backup person to fill in for Karen during toddler time. This would be a role for the new full-time children's librarian to help with.
 - C. Heidenblad also praised Karen for her work both in the library and outside of it with the book deliveries. "We do think of Karen as 'Circulation Super Hero,'" he said.

Director's Report:

- The final report as presented by C. Heidenblad
 - The delivery issues with GMILCs should soon be solved with a new company who will have a route dedicated to book deliveries.
 - Each member library pays fees to GMILCs according to size/Nesmith pays about \$34,000/year
 - Deliveries are made three times per week
 - Updated board on issue with cleaning out HVAC supply lines, which was completed. This should be done every few years and C. Heidenblad recommends having the liens replaced at some point.
 - C. Heidenblad mentioned that he has attended, over the course of his career, nearly 1,000 board meetings and said that he has enjoyed working with this board. "Thank you for letting me serve Nesmith for 24.8333 years," he said.

Treasurer's Report:

- Approximately 91.67% of the year has passed and 86.41% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.
- C. Heidenblad explained that we will actually be very close to 100% by year's end with the last few weeks of salaries and stipends paid to employees who do not take health insurance.
 - C. Heidenblad mentioned that he has never been over budget while director at Nesmith

Committee Reports:

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

New Business:

Interim Leadership:

*****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 pay scale for interim leadership. Decision made to get more information/advice and to schedule a follow-up meeting this week

VOTE TO GO OUT OF NONPUBLIC

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)

Old Business:

Interim Director:

- At this point, 5 candidates have submitted resumes.
- The personnel committee plans to interview at least three candidates.
- Goal is to hire by February 1 if possible

Budget meeting with Selectmen:

- The meeting went well. Children's librarian position questioned as far as it being full versus part time as positions are often started as part-time before being moved to full-time
 - The position was part-time previously and is not filled at all at this time

Announcements:

- The next scheduled Trustees meeting will be held January 15 at 7 p.m.
- The library will be closed on December 28, C. Heidenblad's last day, as a transition day.

Non-Public Meeting:

MOTION: N. Gogumalla 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)

Meeting adjourned at 9:10 p.m.

Respectfully submitted,
Catherine Robertson Souter

MINUTES APPROVED, 1/15/18