



**Nesmith Library Board of Trustees**

**Tuesday, February 13, 2018**

**FINAL - Minutes**

**Present: Trustees:** Tara Picciano (Acting Chair), Mark Branoff (Treasurer), Michelle Stith (Corresponding Secretary), Karen Marcil (Assistant Treasurer), Neelima Gogumalla

**Director:** Carl Heidenblad

**Assistant Directors:** Diane Mayr

**General public:** Bridget Calder, FLOW Representative; Karen Moltenbrey, Windham resident; Alberto Chang, Windham resident

**Excused:** Cathy Robertson-Souter (Recording Secretary)

**Call to Order:** The meeting was called to order at 7:01 pm. by Tara Picciano.

- Mission Statement: read by T. Picciano
- Minutes: the minutes from the January meeting were tabled to the next meeting
- Gifts: No gifts were received since last meeting
- Correspondence: No correspondence was received

**Reports:**

**FLOW:**

- Bridget Calder, Secretary of FLOW informed us that FLOW is revamping their website and updating their email addresses to keep everything fresh and up-to-date.
- In March they are kicking off a new campaign named “One Book One Windham” and the featured book will be “Wonder” by R.J. Palacio. Flow members will receive 50% off of the purchase of the book with payment in advance and can pick up the book on March 10th.
- Jamie Baker is the new President of FLOW.
- FLOW is trying to bring more than just children’s programming to the community; they are trying to focus on youth and adults and thinking of new ways to incorporate this type of programming.
- They have started a new Coffee Hour for FLOW members and others at the library to discuss new acquisitions and opportunities to take to the people.
- Membership dates were consolidated to run through February 1<sup>st</sup> in order to coordinate with FLOW’s fiscal year.
- They are planning the Strawberry Festival in June. They have all seats filled except for one. They will send an email about this in the near future.
- FLOW will host the Wonderful World of Science Book Fair on March 10<sup>th</sup> from 9:30 am. To 2:30 p.m. which is listed on their website and the library’s website. The preview for the book fair will be on March 9th.
- They will be showing the Wonder Movie on March 24<sup>th</sup> in the multimedia room at the library. This will give people enough time to read the book and then have a mixed aged discussion after the movie.

- Their next meeting is scheduled for February 21<sup>st</sup>.

### ***Treasurer's Report:***

- Current report states that the Library has spent less than 1% of budget to date. However, report is not up-to-date at this time. Cannot report anything else until the budget has passed at Town Meeting.
- The library remains in compliance with RSA 32:7.

### ***Director's Report:***

#### **Technology:**

- The library extended the lease for the Dell computers for the next few years. The library has leased a total of 20 computers. Most of the staff computers have been updated and the balance of computers will be used to update the public computers as well as the circulation desk.

#### **Deliberative Session:**

- The roof RFP is on the ballet but was lowered by the selectman from 80K to 70K. Carl looked at the three quotes we received last Fall and this reduction should not be a problem unless there is a price increase from any of the vendors. Carl found out, from his discussion with one of the vendors, GAF, that they are having a 6% increase on their quote in March. Carl would like to release the RFP and try to approve a vendor ASAP and do this all before the April 10th meeting. If the article does not get approved at Town Meeting, we can refuse any and all bids if we fail to get the money.
- **MOTION :** « Release the roof RFP immediately » made by Neelima Gogumalla and seconded by Michelle Stith. Vote : Passed 5 – 0.
- The RFP will be published on the town website and in the newspaper by Friday, February 16th. It will close on April 10th. All bids will then be opened by Carl and any board members interested in order to present to the board to make a selection and award the contract.

#### **Personnel Policies :**

- This was a goal of Carl's from last year which he would like to complete this year. He has gone through the first three pages of the Personnel Policies with Cindy a couple of times and it is a work in progress. Most of the personnel policies are copied from the town policies with certain additions necessary for operations at the library. Carl urges to keep all of the retirement and health policies the same as the town policies so that they are in compliance with the town policies and will not create a problem for the library in the future. Carl and Cindy will have another pass at the Personnel Policies and then involve Diane and Sylvie to polish them up in order to present to the board to review and adopt the revised documents. It was suggested that Paula, the new HR person for the town, can possibly review the policies for accuracy. Carl will look into this.

#### ***Publicity Committee:***

- At the last meeting on January 22<sup>nd</sup>, the committee discussed updating the logo either by bidding it out or a contest. There was a lengthy discussion and a motion was made by Michelle to initiate a new Nesmith logo by putting it out to bid. The motion was voted on and passed. It was recommended to hire someone which can be done for under \$1,000. Neelima stated that she will supply the names of people she knows that can get this done for an even better price. The next meeting will be at the end of April, date to be determined.

**New Business:**

- Tara will be meeting with Carl at 11:30 on February 16 to discuss his review. If you would like to join her for the meeting, please email her and she will tell you where and when.
- Tara asked everyone to think about what would be a good meeting day and time for the next year. There is no need for it to be the second Tuesday of the month at 7:00 p.m. Once elections have been held, the next board should discuss this.
- The board thanked Karen Marcil for her service by presenting her with a beautiful card and flowers. There was also chocolate covered strawberries and cookies.

**Library emergency procedures:**

- A discussion was held regarding current and proposed fire/emergency procedures at the library. The library currently has had training for “shelter in place” situations. Unfortunately, Tara did not have time to contact the Fire or Police Department to aid the library in reviewing our plans. Mark Branoff said that the library in Manchester, NH emergency procedures are fantastic and he will get a copy and forward them to Carl and the board for review.

**Announcements:**

- All new trustees should be sworn in by the Town Manager before the next meeting. Carl will contact the Town Clerk, Nicole Bottai, to see if she is available to come to the library to swear in the new trustees right before the next meeting of the board. Carl will email everyone with the results.
- Tara sent out a link to a beautiful library just opened in China. If you have not already looked at this architectural achievement you can view it at [www.boredpanda.com/tianjin-binhai-library-china-myrdy/](http://www.boredpanda.com/tianjin-binhai-library-china-myrdy/)
- Next scheduled Trustees meeting will be held Tuesday, March 20, 2018 at 7 p.m.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,  
Karen Marcil

Minutes approved – 3/20/18