



Nesmith Library Board of Trustees
Tuesday, February 19, 2019

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)

Interim Director: Sylvie Brikiatis

Assistant Director: Diane Mayr

Call to Order: The meeting was called to order at 7:05 p.m.

Announcement - N. Gogumalla tendered her resignation at 3 p.m. today effective immediately.

Discussion: she submitted also to David Sullivan - Board of Selectmen will choose a replacement with recommendation by trustees.

Discussion re potential replacements - the post will be just for one year and then go back on ballot. **Discussion re having alternates for the board in future.** This will be discussed at a future board meeting.

Action item: Send email to Karen Marcil informing her of opening and need to apply to BOS- CRS

Action item: Send email to Katelyn Kuttab informing her of opening and need to apply to BOS- AC

Action Item: Ask D. Sullivan for proper procedure to appoint new person - TP

Approve minutes of January Meeting - **Motion** to approve so moved MS, Seconded by KM - vote 6-0 approved

New gifts: SBrikiatis: We received \$1,000 from Derry Medical Center Charitable Foundation. Also sent a request that we notify them that we received check and what we will spend it on.

Action item: KM - will write a thank you note and information on tax write off

Discussion - what to use it for - SB - recommend on sensory programming (Soothing Santa, etc.)

TPicciano - question - can we display that they donated?

SBrikiatis - We can add it to the item in some cases or in publicity if it is an event

Motion made - by MB to accept \$1,000 cash gift from DMC, Second AC vote 6-0 in favor

Correspondence - thank you letter from Carl about retirement gifts and send off

Presentations and Reports:

FLOW:

- MStith: The book fair person has a difficult time getting books that are being culled to the dumpster. SBrikiatis mentioned that they can be driven there during winter. MStith suggested to build a ramp to the dumpster.

- FLOW needs more labor for the book fair throughout the spring (to remove books etc.) They are reaching out to high school to get more book fair volunteers during the time up to the Strawberry Festival

- Ramp - we would have to build it and possibly FLOW would pay for it. Would it have to be ADA accessible? This is not an ADA-required doorway as it is. Discussion re the dumpster being moved or having maintenance remove the books - neither is advised.

DMayr - found an inexpensive, moveable ramp that may work.

Action item: Research building or purchase of ramp to get pricing and process for building/installing to present at the next meeting- SB

- Strawberry Festival - MStith has offered to help run the festival this year along with Selectman Jennifer Simmons. Requesting to have the strawberry table responsibility to be moved to the events committee for this year.

Volunteer publicity goes out March 19 and website goes up March 18

Setting up meeting for committee first week of March

Action item: Events committee meeting - **March 5, 12:30**

Director's Report:

- Do we change the way the circulation report is written - so that eBooks from the Cloudlibrary will be included in the total. In future they will be written that way and noted since that will show a jump in circulation.

- Technology - before C. Heidenblad left, he set up a new streaming service called HOOPLA - it has not been initiated yet - staff is invited to be on the call to learn the process. And staff will have a presentation of the program at the staff meeting on Friday. Technically it will be live after Friday. Looking to officially launch it on March 1.

CRS -asked for information on what it is.

“Ground breaking digital streaming service - ebooks, shows, movies, music, comics etc. Can send it to television also if you have SMART television. If they have it, do not have to wait for it like with Ebooks.”

We pay per item loaned so it will be limited to four items per month per patron to start. This is pay as you go for the library. The cost of items runs from 40c to \$2.99. The person will have 3 weeks to use it once downloaded.

TP - can we have an education night to learn to use it?

SB - that is possible but may not be necessary since it is very user friendly.

TP - where is this in the budget?

SB - Hoopla is already funded for the foreseeable future. Carl signed a contract and sent \$5000 seed money from last year's budget. When we start the budget process for next year we will have about six months of data that we can use to project what we should budget going forward.

KM - how do you control the usage?

SB - we could do it as 4 pp or we can total budget for the library by the month or by the week.

SB - other libraries also use it - they recommended to start with 4 pp and then you can raise it

TP - this will be a huge draw

AC - NY Public Library uses this already and friends have said our library should look into it

- Anti-harrassment training - throughout the town started this week. Staff will be attending. Going forward, if there is any type of training required because of our town insurance, should SBrikiatis just send people without having it approved by board?

TP - probably not necessary to get approval to send them, just inform the board

- Personnel files - SBrikiatis was asked to get together with Paula Carmichael (HR) to compare personnel files. PCarmichael's recommendation is that we keep anything having to do with performance step increase, offer letters etc. in our files. Anything that has to do with benefits should be in P. Carmichael's file only. She recommends that she have copies of everything we have in files.

AC - who will be responsible to go through and forward information from personnel files.

SB - that would be director's job. It would be something that she would have to do over time. Set a goal for one file/week to bring them all up to date.

Motion made - to extend the meeting after 8:15 p.m. till we are done - KM - second by MS
Vote: 6-0 in favor

- Personnel - SBrikiatis will meet with the personnel committee to follow up on personnel issues.
- GMILCS - with loans in and out the amounts are getting closer to each other which is a good trend.

MB- Is interlibrary loan as high?

SB - it is not at this point (around 100-200 rather than 1800 or so)

Treasurer's Report:

- So far spent 6.81% we spent and 8.33% of year has passed. We are in compliance with RSA 32:7

SB - Last month's report was for final of year - we finished year with \$34,000 total left over. It was very tight since some of that was from payroll budget.

Staff Report: - no report

Committee Reports

Events Committee:

- KMoltenbrey met with SBrikiatis re summer event. There will be a sky watch on Tuesday, August 6 (raindate of 8th) as part of the summer program.

Discussion of hosting an event in conjunction with that event. Do something before that event. If we want food trucks and a band.

Plan will be to hold this discussion at the events committee meeting on 5th

New Business

Energy Commission proposal:

- SB - the energy commission would like to move all the public buildings to using solar power. They recommend starting with the library because of the new roof. It is a lease program not to be paid up front because they would be keeping the energy and selling it to us at discounted rate. The EC rep will provide us with information at our next meeting.

If we do the electricity from the solar panels - we would not be part of the electrical consortium - we would not be able to be part of that. D. Sullivan would like us to make that decision by March meeting so that we can make the decision.

Discussion re why we are having such a short time to make a decision

Would it be necessary to have roofers come to presentation - DeSalvo

Roofers

Action item: contact roofers to invite them to the next meeting - TP

Action item: Contact local solar experts to come to the meeting also - MS

Town Report - MB - are the reports done and turned in? Yes, some time ago.

Old Business:

Room Name Plate - SBrikiatis - Cindy went out and checked out name plates and wanted to know what we are looking for.

Standard plaque - similar to the ones on the other rooms or already on the door.

Informational plaque - put it on the April meeting to discuss

Action item: Research options for a sign to present at April meeting - CRS

Announcements:

Elections March 12

NHLTA Conference - May 29, Wednesday in Manchester

Meeting date for March 2019 - The meeting room was booked for Democratic Committee to hold a presentation and the trustees meeting had been moved to smaller room by N. Gogumalla. This will not work with the solar presentation. Trustees meeting will be moved to March 25 at 7 p.m.

8:44 p.m. : **A motion was made to go into non-public by M. Stith 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), Mark Branoff (yes)

9:59 pm: Motion made to go out of nonpublic and return to public session.

Motion made by C. Robertson-Souter. Second by K. Moltenbrey

Roll call held by T. Picciano.: Tara Picciano (yes), Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes)

Discussion held in non public meeting and vote taken regarding moving forward with candidate selection.

A vote was held to seal meeting minutes indefinitely.

Meeting adjourned at 10:07 p.m.

Respectfully submitted,
Catherine Robertson Souter

Final minutes approved 3/25/19