



Nesmith Library Board of Trustees

Tuesday, March 20, 2018

DRAFT - 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

Town Clerk: Nicole Bottai

General public: Gina Vega, FLOW Representative and scholarship chair

Pre Meeting:

New members, Alberto Chang and Karen Moltenbrey, and returning member, Tara Picciano, were sworn in by Town Clerk, Nicole Bottai.

Nicole Bottai departed meeting

Call to Order: The meeting was called to order at 7:12 pm. by Tara Picciano

- Mission Statement: read by T. Picciano
- New members welcomed
- Minutes: Minutes from November, 2017, January and February, 2018, meetings were discussed and corrections made
- **MOTION :** was made by M. Stith to accept the meeting minutes from November, 2017, January and February, 2018, as amended. Seconded by N. Gogumalla **Vote :** Passed 5 – 0.
- Gifts: No gifts were received since last meeting
- Correspondence:
 - M. Stith presented a thank you note she received after reading to a pre-K class in her role as library trustee during Read Across America Week
 - A thank you note was sent to the Barstows for their donation to the Named Fund

Presentations and Reports:

FLOW:

- Gina Vega, FLOW Scholarship Chair, spoke to the board to provide the following updates:
 - The recent science event went well although the sound system was lacking
 - The book fair was moved due to snow but total earnings came within \$20 of last year's and the crowds were similar to previous years
 - FLOW is growing with 15 more members than at this time last year. The fee structure was changed but had not received any negative feedback

- The First Sunday event held at the library will take time to build. The first event went well with a small group discussing various literature. The next First Sunday event will be on the second Sunday of April due to the Easter holiday
- FLOW will host a scholarship informational meeting at 630 on Wednesday to go over the application process.
 - There will be four scholarship categories this year including one for arts, another for professional studies, another for two-year programs and another for students returning to school after at least a five-year gap
- Strawberry Festival will be held June 2. Plans are being finalized and the festival will include raffles, a virtual reality program from Microsoft, and volunteers provided by Kohls. The Children's Poster contest is underway.
- One Book/One Windham event is ongoing with a movie to be held on Saturday at the library

Treasurer's Report:

- After 16 2/3% of the year, the library has spent 13.45% of its annual budget, remaining well within the annual appropriation.
- The library remains in compliance with RSA 32:7.

Director's Report:

- If the April meeting date is changed, the roofing RFP will have to be adjusted. The RFP will also have to be adjusted where materials used are listed as roofing contractors explained that the materials have a wide variety of pricing. The higher priced materials, which do not have a longer lifespan but are only more expensive because of styling, will be removed from the RFP. All businesses who expressed interest in the contract will be contacted with the new information and dates.
- Staff attended an NHLA Workshop and were impressed with a publicity campaign that would work well with Nesmith's goals of reaching the public with a story that will increase support of the library's mission
- Technology: Phones are updated and the staff is working on switching out the computers
- Overdue Fees: C. Heidenblad proposed eliminating overdue fees for most materials. This would help to increase usage at the library and increase positive relations with the public. A discussion was held and the plan was tabled in order to get more information on how other libraries have fared by eliminating fees.
 - The library collects between \$3,000 and \$5,000 in fees annually.

Action item: CREATE AN EMAIL CHAIN to share questions/information regarding fee structure.

Reminder: No debate, opinions or conversation may be held via email.

- **MOTION :** was made by N. Gogumalla to proceed with the meeting until the agenda has been finished. Seconded by K. Moltenbrey **Vote :** Passed 7 – 0.

New Business:

Meeting Minutes:

- C. Robertson-Souter presented a draft of a procedure for writing the minutes (see attached) to make sure that they are uniform and made available within five business days on the library website.

Shortcake Table:

- The Strawberry Festival will be held June 2. The Trustees are running the Shortcake table. M. Stith will send out a sign-up genius for shifts needed filling that day.

Meeting Times:

- A discussion was held regarding the meeting day/time for future months to avoid conflict with other obligations.
- **MOTION** : was made by A. Chang to move the regular meeting to the 3rd Tuesday of each month at 7 p.m. Seconded by M. Stith **Vote** : Passed 7 – 0.
- Meeting dates will be: April 17; May 15; June 19; August 21; September 18; October 16; November 13; December 18; January 15; February 19 and March 19.
- **MOTION** : was made by M. Stith to approve the calendar as slated. Seconded by A. Chang **Vote** : Passed 7 – 0.

Election of Officers:

- **Chair:** Tara Picciano
- **Vice Chair:** Michelle Stith
- **Treasurer:** Mark Branoff
- **Vice Treasurer:** Alberto Chang
- **Recording Secretary:** Catherine Robertson Souter
- **Corresponding Secretary:** Karen Moltenbrey
- **Member at Large:** Neelima Gogumalla

C. Robertson Souter cast one ballot for the slate as presented.

Assignment of Committee Membership:

- **Personnel:** T. Picciano, M. Stith, N. Gogumalla
- **Publicity:** T. Picciano, C. Robertson Souter, K. Moltenbrey, A. Chang
- **Endowment:** T. Picciano, M. Branoff, A. Chang
- **Finance:** T. Picciano, M. Branoff, A. Chang
- **Policy:** T. Picciano, N. Gogumalla, M. Stith

Old Business:

RFP for roof:

- Due date and bid opening date will be on April 10 (2p.m.)
- Award date will be moved to April 17 at regular board meeting

Logo:

- The publicity committee will discuss in meeting with plans to put a new logo out to bid

Announcements:

- The NHLTA conference will be held Monday, May 14. M. Branoff distributed registration forms.
- Next scheduled Trustees meeting will be held Tuesday, April 17, 2018 at 7 p.m.

Meeting adjourned at 9:04 p.m.

Respectfully submitted,
Catherine Robertson Souter

FINAL – Approved 4/ 7/18