



Nesmith Library Board of Trustees
Tuesday, March 21, 2017
Minutes FINAL

Present: Trustees: Patricia Barstow (Chair), Tara Picciano (Vice Chair), Mark Branoff (Treasurer), Karen Marcil (Assistant Treasurer), Michelle Stith (Corresponding Secretary), Cathy Robertson-Souter (Recording Secretary), Peter Tousignant, Neelima Gogumalla (newly elected trustee/not inducted)

Director: Carl Heidenblad

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Windham Garden Club/ MOMs Club members: Siri Wilbur-Kamien, Jaime Slocum, Rich Parow

Call to Order: The meeting was called to order at 7:03 pm. by Patricia Barstow.

- Mission Statement: read by P. Barstow
- P. Barstow welcomed new trustee Neelima Gogumalla, congratulated re-elected trustee Mark Branoff, and thanked departing trustee Peter Tousignant for his six years of service, two of which were as Chair.
- Minutes: the minutes from the January meetings were approved with the additional note of a vote taken to accept gifts presented at that meeting.
- Gifts: no gifts were received
- Correspondence: No correspondence was received

Presentation: Members of the Windham Garden Club and of the MOMs Club presented a plan to create an outdoor fenced-in space for reading designed to provide shade and seating. The space would be created by and paid for by the two clubs through fundraising efforts. Discussion was held as to size and location of the space, feasibility if future library enlargements were to happen, shade structures, security, material for seating and ground cover if needed. The groups will attend a future meeting with a more fully detailed plan.

Reports:

- FLOW:** There was no FLOW report
- Staff Report:** There was no Staff Report.
- Treasurer's Report:**
 - The March report does not reflect current payroll information since the 2017 budget had been passed one week before the meeting. However the library expenditures still remain within the appropriation.
 - The library remains in compliance with RSA 32:7.

Director's Report:

- Currently looking at replacing the projector, speakers and screen for the multipurpose room to bring the room up to date with current technology needs of the public.
- Requests allowance to close the library one day during the New Hampshire Library Association's annual conference (May 4-5) in order that staff may attend.
- Requests allowance to close the library one day on May 19 for staff visit to Bedford Public Library

MOTION: Made by T. Picciano that Nesmith Library be closed on May 4 if so needed for the entire day so that staff may attend NHLA conference. SECONDED: P. Tousignant VOTE: 7-0 in favor

MOTION: Made by P. Tousignant that C. Heidenblad has permission to close the library on May 19 so that staff may visit Bedford Public Library for cross-training purposes. SECONDED: T. Picciano VOTE:

7-0 in favor

Ongoing Business:

Publicity Committee: C. Robertson-Souter reviewed recent publicity meeting minutes.

Monthly publicity articles continue. Ideas for future articles are always welcome.

Discussion was held regarding creating a survey to both ensure that the library continues on the correct path to serve our unique clientele and to increase public awareness of the library's offerings. Questions are being collected for this survey.

The next publicity meeting was set for Monday, April 3, at 2 p.m.

Personnel Committee: C. Heidenblad would like to advertise for a replacement for children's room staff member Kari Ashauer, who left the library in early March. The position will be advertised soon but he is prepared to wait for fall if the right person does not apply.

MOTION: Made by K. Marcil that the board of trustees recommends that the Nesmith Library Director advertise immediately to fill the position of Children's Librarian, part time. This is to be a 20 hour per week position. If possible, interviews should begin the week of April 10th with a decision made in late April or early May, 2017. It is understood that a second round of advertising and interviewing may be required and that the process may not be concluded until the fall of 2017. SECONDED: P. Tousignant
VOTE 7-0 in favor

New Business:

Carpet/Flooring and painting; As the town voted to approve replacing flooring and exterior painting for the library, C. Heidenblad is working on Requests for Proposals (RFPs) to invite bids for the work. The plan is to receive proposals for the interior work in order for work to be done in September (or December if need be). The painting bids will be requested for May in order for work to be completed by September.

Case for Federal Funding: Discussion held as to responding to a letter from the New Hampshire Department of Cultural Resources regarding how cuts proposed in the blueprint federal budget would affect the operations of New Hampshire's Public Library systems. Suggestion made to contact NH congressional delegates with personal letters. Suggestion also made to include the topic on the publicity meeting agenda to create an awareness campaign for the general public.

8:17 P.M.

MOTION: Made by P. Tousignant to extend meeting time for one or two hours, till midnight, or as long as it takes, in order to complete discussion on agenda items. SECONDED; M. Stith. VOTE 6-1 in favor (P. Tousignant opposed)

Election of Officers for Board: Postponed until April meeting after swearing in of new members.

Election of Committee Members: Postponed until April meeting after swearing in of new members.

2017-18 Meeting Schedule: April 11, May 9, June 13, August 8, September 12, October 10, November 14, December 12, January 9, February 13, March 20

Announcements:

NHLTA conference has been moved to Tuesday, May 23rd. Trustees should bring their applications to Cindy Bushell by Friday April 14 following the April board meeting.

FLOW Banquet will be held Friday, March 24. Trustees are invited to attend.

Next publicity meeting will be held Monday, April 3, at 2 p.m.

Next scheduled Trustees meeting will be held Tuesday, April 11, 2017 at 7 p.m.

Meeting adjourned at 8:26 p.m.

Respectfully submitted,
Cathy Robertson-Souter

FINAL DRAFT - Approved 4/11/17