



Nesmith Library Board of Trustees
Monday, August 14, 2017
Minutes

Present: Trustees: Patricia Barstow (Chair), Mark Branoff (Treasurer), Karen Marcil (Assistant Treasurer), Michelle Stith (Corresponding Secretary), Cathy Robertson-Souter (Recording Secretary), Neelima Gogumalla

Director: Carl Heidenblad

Assistant Directors: Diane Mayr

Absent: Tara Picciano (Vice Chair),

Call to Order: The meeting was called to order at 7:01 pm. by Patricia Barstow.

- ☐ Mission Statement: read by P. Barstow
- ☐ Minutes: the minutes from the special July meeting were accepted
- ☐ Gifts: no gifts were received
- ☐ Correspondence: No correspondence was received

Reports:

- ☐ **Treasurer's Report:** There was no Treasurer's report as the monthly financials had not yet been received from the town.

Director's Report:

- ☐ Summer reading programs had gone very well and visitation to the library is up overall. Jane and Sarah are to be commended for their hard work. Maria and Sylvie on the adult and young adult sides were also commended for their work with the respective groups over the summer.
- ☐ Carpeting - the bid was approved at the July meeting and the materials are on order and a delivery date should be confirmed next week. A moving company will be engaged to shift furniture to create space to move the project along quickly.
- ☐ Display shelving is on order and the timing should work well with carpet installation.
- ☐ CIP Meeting - attended on August 3 where roof project was discussed, possibly for 2018 or 2019. Roof shingles over the furnace room are in bad condition.
- ☐ Technology - as town switched to VOIP phone system, there has been disruption in internet service for all town offices, including the library. As of the date of the meeting, the library had been off-line for several days but plans were to bring it back on-line by Tuesday.
- ☐ Copier lease- two new copiers are due on August 21

Ongoing Business:

Story Garden update: The cement footings have been poured for the gazebo.

New Business:

Expense budget 2018: The library will need to deliver its annual budget in early September. The proposed budget does not yet reflect any cost of living increases recommended by the town. The proposed budget reflects a 3.8% increase in personnel which reflects step increases in salary etc. This information comes directly from the town. For the Operating budget, a proposed 0.72% decrease from last year will help to reduce any increase in the personnel budget. The heating budget saw the largest decrease from \$8,640 to \$6,270, a 27.4% reduction.

Announcements:

Sylvie Brikiatis, assistant director, has been invited to attend the annual NHLA leadership symposium, an honor for her and for our library and town.

Next scheduled Trustees meeting will be held Tuesday, September 12, 2017 at 7 p.m.

Meeting adjourned at 7:33 p.m.

Respectfully submitted,
Cathy Robertson-Souter

FINAL DRAFT: 9/12/17