



Nesmith Library Board of Trustees
Tuesday, August 21, 2018
Minutes (Final)

Present

Trustees: Tara Picciano (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

Arrived after start of meeting: Michelle Stith (Vice Chair)

Call to Order: The meeting was called to order at 7:13 p.m.

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the June 2018 meeting were presented.
 - Discussion held regarding using library email for all library business
 - **MOTION:** Made by N. Gogumalla to accept the meeting minutes from June 2018 as submitted. Seconded by A. Chang. **Vote:** Passed 6-0.

M. Stith (Vice Chair) arrived at 7:20 p.m.

- Gifts: No gifts were received since the last meeting
- Correspondence: K. Moltenbrey introduced a letter written by the NH Charitable Trust Fund director stating that Terry Knowles has retired from her role with the Charitable Trust. Future training for library trustees will be handled by the NH Municipal Association.

Presentations and Reports:

FLOW:

- No FLOW representative was present.

Treasurer's Report:

- Approximately 58.22 % of the year has passed and 57.95% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.

Director's Report:

- Property maintenance: trees that were damaged over the winter have been removed. The interior lights are a work in progress and may need replacing as the light fixtures are outdated and expensive for parts at this time.
- Two candidates will be recommended by the Personnel Committee for the weekend associate positions.
- The Personnel Policy was presented with updates made to bring it more in line with wording in the town policy. The policy was viewed by staff and the committee.

- Discussion regarding future changes made by the town. They will be asked to keep the library updated on any changes at which time the trustees will vote on amending the library policy.

****Budget discussion: ****

- A. Chang asked the board to return to the subject of the treasurer's report and asked about the electronic services expenses being over the set budget and if this will continue to rise. C. Heidenblad explained that this line item is specifically related to GMILCS dues, which have been paid and which were higher than expected this year. The computer costs, which were also over budget, were due to the costs of two computers being higher due to the expense of the update necessary for Windows programs.

****CIP Meeting ****

- N. Gogumalla asked if there would be anything presented for this year's CIP. C. Heidenblad explained that he had considered asking for \$60,000 for replacement windows but was informed that the CIP is only looking at expenses over \$100,000 as other costs should go under regular maintenance.

Committee Reports:

- Events committee: K. Moltenbrey offered a review of the Open House. The band was fantastic and the staff's efforts were great. Wished there had been a higher turnout. C. Heidenblad said that the staff had reset the door counter and it showed that we had between 350+ people come in that evening. However, this does not show how many were going back and forth between activities.
 - Discussion held regarding ideas for future events. Does the library staff believe this was a successful event and should happen again? S. Brikiatis suggested that in future the open house/band be planned earlier along with the summer reading program. Other suggestions made to hold the band/open house earlier or later in the season; join forces with the Fire and Police Departments to host a top of the hill "block party"; focus more on the band rather than the open house.
 - S. Brikiatis will let the trustees know when the summer reading program planning begins in January.
 - Thank you notes: K. Moltenbrey will send out to band, Chunky's for popcorn, music store, balloon artist, and Kona Ice.
- Personnel Committee:
 - The committee recommends the hiring of two part-time people for the weekend associate position, Christine Savakinas and Patrick Lord, at Grade 9, step 1.
 - Discussion: hiring both cuts costs because they are at a lower step. They will work alternating weekends and will also be available as needed to fill in during the week. The candidates were interviewed by C. Heidenblad and S. Brikiatis and Karen Frey, all of whom recommended them unanimously.
 - **MOTION:** Made by A. Chang to accept the recommendation of the personnel committee to hire Mr. Lord and Ms. Savakinas for the position of weekend associate. Seconded by K. Moltenbrey. **Vote:** Passed 7-0.
- Personnel Policy: The committee recommends adopting the Policy as presented by C. Heidenblad. Changes made were to bring the policy in line with the town policy and will not present any changes to the operation of the library.
 - **MOTION to amend:** Seconded by A. Chang. **Vote:** Passed 7-0.
- C. Heidenblad announced a change in the staff in the children's room as Sarah Williams has resigned her position as of last week.
 - Discussion: T. Picciano explained that questions around her reasons for resigning could only be answered by stating that Ms. Williams gave several reasons for her departure including plans to explore other projects. The position will not be advertised until after the Personnel Committee meets to discuss. This position, which was at grade 9, step 5, is currently the only one vacant.

New Business:

Staff Appreciation:

- Will be held Saturday, September 8, at the home of A. Chang.
 - Discussion regarding food and activities and carpooling.
 - ACTION ITEM: C. Heidenblad will confirm number of staff members attending
 - ACTION ITEM: S. Brikiatis will provide a list of food allergens to avoid
 - ACTION ITEM: Trustees will confirm they are attending
 - ACTION ITEM: A food/donation list will be created.
 - Discussion regarding catering food, bringing food, cooking food
 - Rain date - in case of rain, it will be cancelled.

Old Business:

Library Logo

- C. Robertson Souter reported that the logo planning had been postponed for the summer.

MOTION: To adjourn the meeting made by N. Gogumalla. Seconded by M.Stith. **Vote:** Passed 7-0.

Announcements:

- The next scheduled Trustees meeting will be held September 18 at 7 p.m.

Meeting adjourned at 8:23 p.m.

Respectfully submitted,
Catherine Robertson Souter

Approved – 9/18/18