



Nesmith Library Board of Trustees

**Tuesday September 15, 2020
FINAL Meeting Minutes**



Present:

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Catherine Robertson Souter (Recording Secretary), Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary)*, Jaime Slocum (Member-at-large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

arrived after start of meeting

Call to Order: The meeting was called to order at 6:03 pm

Mission statement: read by M. Stith

Approve August Minutes:

Motion made by A. Chang to approve meeting minutes for August. Second by K. Moltenbrey. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), J. Slocum (yes), M. Branoff (yes), M. Stith (yes); **Approved 6-0**

Gifts:

- There were no gifts

Correspondence:

- A letter was received from The NH Library Trustees Association that the Friends of the Library of Windham (FLOW) was selected to receive the Sue Palmatier Award for Outstanding Support by a “Friends Of The Library” Group.
 - The nomination was submitted by the Board of Trustees.
 - The letter includes contact information to reach out about setting up a time to present the award.
 - M. Stith will announce the award to the FLOW board and C. Robertson Souter will work with the board and NHLTA to set a time to present the award.
 - Discussion re: doing this in person or virtually. We will try for outdoors, at the library and invite the local newspapers.

Reports:

FLOW report: Given by M. Stith

- FLOW has a new board.
 - New president is Michelle Tieman.
 - New VP is Gina Vega
 - They decided to re-organize FLOW and update the bylaws and constitution as they have not been updated since 1996.
 - This will not change the relationship with the library
 - The website has been re-vamped also.
 - Memberships can be renewed online.
 - There will be different levels of membership and a plastic card issued to use for discounts at local businesses

*****T. Picciano joined the meeting at 6:13 p.m.***

Director's report:

- Circulation is at 66% of last year's circulation which is pretty good compared to most libraries in the state.
 - We are only open to public 15 hours per week and full-time for curbside pickup.
 - We are still getting a steady amount of new people registering online.
 - Ebook lending is strong.
- Programming:
 - August was the end of summer reading.
 - Statistics will be posted on next month's report.
- Property maintenance:
 - Picnic tables are here and being used.
- Personnel:
 - We have had one resignation.
 - Maureen Kingsley has decided to retire due to health conditions and ongoing COVID restrictions making it not in her best interest to remain.
 - In conversation with library administration, we are thinking that we should still wait to hire for this position and the other opening and revisit this after January 2021.
 - We are not open for Sunday currently when M. Kingsley was working.
- Budget:
 - No budget updates as of yet.
 - We are waiting to hear back from David Sullivan on the budget he had created.
- Library registration cards:
 - We are proposing getting rid of paper registration/signature cards and instead have people sign up online so that information is input by them.
 - The RSA says we do not need to have cards but if we do have them, we are required to keep them for three years.
 - When they get a card and sign the back of it, it will have the financial obligations on it for borrowing and replacing materials.

- **Motion made:** by T. Picciano to discontinue using the paper library signature registration cards. K. Moltenbrey seconded. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), J. Slocum (yes), T. Picciano (yes), M. Branoff (yes), M. Stith (yes); **Approved 7-0**

- New Hampshire Reopening 2.0 webinar:
 - The experts recommended making sure to document all re-opening plans to have it in writing for legal reasons.
 - S. Brikiatis will review the re-opening documents to make sure they correctly reflect current procedure and bring them to the next meeting.

Treasurer's Report:

- 66.6% of year has passed and the library has spent 62.9% of appropriation.
- The library remains in compliance with RSA 32:7.

New Business

Windham DEI request for partnership on diversity resources

- C. Robertson Souter reported that Kristi St. Laurent had approached her to talk about a partnership between the library and the Windham Citizens for DEI Initiatives group.
 - The group would like to work with the library to create a resource list for people to learn more about diversity, possibly recommending books or helping to create a display
- S. Brikiatis stated that any group or individual person can request the library carry specific materials and the library will often purchase them for the collection if they fit certain criteria.
- The library does have a number of materials and has done displays throughout the year addressing LGBTQ issues and immigration and Black History Month.
- Discussion re: a partnership beyond this may not be appropriate for the library to be seen as endorsing any private group.
- S. Brikiatis is open to any and all conversations on how the group can suggest materials. It may make sense to offer a link to book reviews as this has been done in the past.
- We can also work with a contact person to notify them of diversity displays or events so that these can be shared by the group to its members
- Discussion held re: having an outdoor display kiosk in case we need to revert back to full lockdown.
 - We do not currently have anything that would be weatherproof.
 - We are currently creating an outside "story walk" to be placed on the grounds. If it is popular, we will consider purchasing additional books to use.
 - Maria Schroeder has also been successful with takeaway projects and an outdoor book group.

Discussion:

- M. Stith reported that children are only getting library books once a month at Golden Brook School. Can we put something in school newsletter to remind parents we are here and they can request books?
 - S. Brikiatis said that Azra has reached out to GBS principal who is open to us sharing information on their newsletter. She will reach out again.
- S. Brikiatis reported that Saturday hours for browsing at the library have been expanded when children went back to school.
 - We are limited to 5 people browsing at a time and 3 on computers. We don't generally reach the limit.
 - Have had very few issues with regulation-compliance.
 - One gentleman was asked to leave because he kept removing his mask. Another left when we explained the mask policy.
- We may end up going back to a fuller lockdown if the outbreaks continue to rise.

Announcements:

- The next trustee meeting is October 13, 2020, at 6 p.m.
- There will be an NHLTA round table meeting on Tuesday, September 22, from 2-3 pm via Zoom on a follow up to the reopening of libraries.
 - Trustees can register to attend on the NHLTA.org website.
 - The deadline is Friday at noon.
 - Notes from last two round-tables are also available on that site.

Meeting adjourned 7:02 p.m.

Respectfully submitted,

Catherine Robertson Souter
Final minutes approved October 13, 2020