



Nesmith Library Board of Trustees
Tuesday, September 18, 2018
Minutes (Final)

Present

Trustees: Tara Picciano (Chair), Michelle Stith (Vice Chair), Catherine Robertson Souter (Recording Secretary), Karen Moltenbrey (Corresponding Secretary), Neelima Gogumalla (Member at Large)
Mark Branoff (Treasurer) *via telephone*

Director: Carl Heidenblad

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Arrived after start of meeting: Alberto Chang (Assistant Treasurer)

Call to Order: The meeting was called to order at 7:04 p.m.

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the August 2018 meeting were presented.
 - **MOTION** by K. Moltenbrey to accept the August meeting minutes as presented. Second by M. Stith. VOTE: 6-0 in favor
- Gifts: No gifts were received since the last meeting
- Correspondence: A thank you card was received from the staff for the trustees for the staff appreciation day held in early September.

Presentations and Reports:

FLOW:

- No FLOW representative was present.

Treasurer's Report:

- Approximately 2/3 (66.66%) of the year has passed and 64.07% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.

Director's Report:

- There is an ongoing issue with lighting in the adult section of the library. The current lights are outdated and hard to obtain parts for at this point. The town electrician has worked with the library for a temporary fix but the lights are too bright. C. Heidenblad is working with a Salem-based company, LED Conversion, to get a quote for replacing lighting in that area as well as a quote for the rest of the library. New lighting should save the library in energy costs as well as earn a rebate from the electric company.
- C. Heidenblad presented a copy of the draft budget for 2019. The budget shows an overall increase of 2.35% from last year, most of which comes from the personnel side. This budget does not include any cost of living increases that may be put into place by the town.
 - C. Heidenblad noted that a promotion for the circulation supervisor, Karen Frey, has been included in the proposed budget, pending approval from the trustees. The draft budget also in-

cludes a proposed salary for the new director at Grade 24, Step 1, and for a new children's librarian position, full-time at Grade 16, Step 1.

**A. Chang arrived during this discussion, approximately 7:10 p.m.*

- A. Chang asked about the heating costs being reduced from last year's budget. C. Heidenblad pointed out that the upgrades to our system were done too late to affect the budget for 2018 and so the savings seen this year were used to estimate next year's heating costs.
- N. Gogumalla commented on the electric bills being higher although they are still not at the rate they were several years ago before the town joined an energy consortium.

Committee Reports:

- Events committee: K. Moltenbrey offered thanks for A. Chang hosting the staff appreciation day at his home. It was much appreciated.
- Publicity Committee: has no updates to report.
- Finance Committee: has no updates to report.
- Personnel Committee:
 - T. Picciano reported the the personnel committee met on September 13 to discuss some of the personnel issues contained within the proposed 2019 budget. The committee discussed a promotion for K. Frey and felt it was appropriate based on her workload.
 - Discussion held regarding how the grades/steps work, job descriptions/titles.
 - **MOTION:** Made by N. Gogumalla to promote K. Frey from Grade 13, Step 5 to Grade 16, Step 3 effective January 1, 2019. Seconded by A. Chang. VOTE: 7-0 in favor.
- C. Robertson Souter asked if the personnel committee had any updated information on the departure of Sarah Williams from the staff. T. Picciano said that there was not. C. Heidenblad commented that he felt it important for staff to know the they can approach him or the trustees in confidence regarding personnel issues.

New Business:

Strawberry Festival:

- FLOW is looking for a commitment for the trustees to run the strawberry shortcake table again next year. M. Stith will confirm that the date is the first Saturday in June 2019.
 - **MOTION:** T. Picciano took a voice vote on trustees participating in the shortcake table. All voted yes. M. Stith will report back to FLOW.

Old Business:

Staff Appreciation Day

- K. Moltenbrey expressed appreciation to A. Chang for hosting.
 - Discussion held regarding a holiday party with the staff.

Library Logo

- T. Picciano asked that the publicity committee re-convene before the next meeting to resume work on a new logo and marketing plan for the library.

Announcements:

- The next scheduled Trustees meeting will be held October 16 at 7 p.m.
- The NHLTA will hold a personnel workshop on November 13 from 10-1. Trustees are welcome to sign up online at www.nhlta.org. M. Branoff will notify trustees when the signup is live.

MOTION: To adjourn the meeting made by A. Chang. Seconded by K. Moltenbrey. **Vote:** Passed 7-0.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,
Catherine Robertson Souter

Approved - 10.16.18