



Nesmith Library Board of Trustees

**TUESDAY, October 8, 2019
DRAFT Meeting Minutes**



Present

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Catherine Robertson Souter (Recording Secretary)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Staff member: Azra Palo, Head of Youth Services

Absent: Alberto Chang (Assistant Treasurer) (joined by telephone after the start), Tara Picciano (Corresponding Secretary), Beth Talbott (Member-at-large)

Call to Order: The meeting was called to order at 7:04 pm

Mission statement: read by M. Stith

Approve minutes of the SEPTEMBER meeting:

Motion made to approve the September 19 meeting minutes as amended and the minutes from the non public session of April 9 made by K.Moltenbrey, seconded by M. Branoff.

Vote: 4-0 in favor

Accept new gifts - S. Brikiatis announced the donation of \$360 from Women's Service Club.

Motion made to accept donation made by M. Branoff, seconded by C. Robertson Souter.

Vote: 4-0 in favor.

****7:07 - A. Chang joined meeting via telephone. ****

Review correspondence:

- M. Stith read a thank you note from staff for the staff party - especially for hosting by A. Chang and his family.

Reports:

F.L.O.W. Report: M. Stith reported:

- FLOW had a kick off meeting in September. Two new volunteers attended and promised to bring a third.
- A. Chang reported that two people are interested in helping with Strawberry Festival next year.

- M. Stith will represent FLOW at the Harvest Festival. Discussion re combining the tables for FLOW and the library to cut down on staffing needs.
- Good idea to become a member: (visit: <https://www.flowwindham.org/memberships>)

Staff Report: Azra Palo, Head of Youth Services

- Spoke about her personal history and education
- Working on what patrons are asking for in the children's area. Expanding story times is a big request along with flexible times and/or evenings
- Catching up with collection budget and community development - attending different events such as back to school and Harvest Festival. Working with different staff members - like Chelsea for instance with images to put on the new television, and on brochures, flyers and FaceBook events
- Future - working on space needs assessment, collection space, physics space, would like to create middle grade area, also maybe more sensory programs, overhauling summer reading program (what are missing pieces and ways we can play into our strengths, aspects that are missing, like low signup for children under 5 for the summer reading programs,)
 - Discussion re reasons why under 5s may not be participating as much in summer program and how to expand to that group
- Bringing in pet rabbit next week
 - A. Chang has heard good feedback from other parents on what is being done at the library
- Discussion re: bilingual program for children
- Hogwarts program - 18 kids showed up for that, a good turnout
- Looking to work more closely with schools, especially with scheduling to avoid conflict

Director's Report:

- Made changes to the way numbers are reported.
- Building and property maintenance: we are in the middle of LED conversion. Started Monday and should be done by Friday. There was an added cost because the original audit did not include part of the library
 - Rotary club has not let us know yet if they will fund part of the lighting project with grant money
- Carpet cleaners retired - working on getting bids and checking references and narrowed it down to one vendor. The annual carpet cleaning should be done before end of November.
- New technology - HD Television mounted in children's room area next to staff room. Looping with children's programming.
- Also testing online registrations. Hope to roll it out by January. It should be inexpensive to set up and one-time fee - around \$200. There are some limitations but does 80% of what we want. Only thing it can't do is sign up for time slots.
- Job descriptions have been turned in and are being reviewed by S.Brikiatis
- Staff report - next month will be Chelsea, then Molly, then Maria
- Budget - nothing new for budget. We will start preliminary workshops with Dave Sullivan, somewhere after October 16. Our operating budget will go down. Personnel won't be able to be touched.

- Personnel budget is up \$39,000 from past year. This does not include COLA and insurance.
- Operating is down and could go further, close to 2%. Total budget will be up due to personnel.

Treasurer's Report:

- 3/4 year has passed and we have spent 70.34% of the appropriation.
- The library remains in compliance with RSA 32:7

New Business:

Holiday closing schedule:

- Two adjustments (days of the week incorrect on two dates)
Motion made: to approve holiday closings for 2020 as amended made by C. Robertson-Souter, seconded by K. Moltenbrey.
Vote: 5-0 in favor

Old Business:

Publicity Committee update:

- C. Robertson Souter provided update from last meeting.
- A list of questions had been written up and a simple introduction for interviewers.
- Discussion regarding list of people to reach out to and which trustees will participate in interviews (C. Robertson Souter, K. Moltenbrey, M. Stith with T. Picciano and B. Talbott to be invited. M. Branoff and A. Chang will help if time allows.)
- Meeting set up for further planning to kick off survey on October 15 at 11 a.m.

Personnel Committee update:

- Tara is working on the plaque for the Carl Heidenblad room

8:22 p.m.: ***Motion made:*** to extend meeting until we are finished by K. Moltenbrey, seconded by C. Robertson Souter.

Vote: 5-0 in favor

Announcements:

- Thank you to Alberto, Michael and Connor for the staff party
- Next trustee meeting November 12 at 7 p.m.

8:22 p.m.

Motion made: to go into non-public session by K. Moltenbrey according to RSA 91-A:3

Roll call: held by M. Stith: Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Mark Branoff (yes)

- Discussion held in nonpublic regarding formatting for director's performance evaluation draft documents including director's self review and ratings scale.
- K. Moltenbrey updated the format using past form, town forms and job description from recent hiring process.
- ACTION ITEM: look at evaluation form and mark it up to be discussed at future meeting.
 - Check for questions to be combined or eliminated etc.
 - K. Moltenbrey will email to all trustees

8:55 pm:

Motion made: to go out of nonpublic and return to public session by K. Moltenbrey.
Seconded by M. Branoff.

Roll call: held by M. Stith: Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Mark Branoff (yes)

Meeting adjourned at 8:55 p.m.

Respectfully submitted,
Catherine Robertson Souter

Draft minutes October 14, 2019