

Nesmith Library Board of Trustees
Tuesday November 12, 2019
DRAFT Meeting Minutes

Present Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary), Beth Talbott (Member At Large)

Director: Sylvie Brikiatis **Assistant Director:** Nancy Vegezzi **Staff Member:** Molly Pevna, Youth Services Librarian

Absent: Catherine Robertson Souter (Recording Secretary) , Tara Picciano (Corresponding Secretary) – arrived at 7: 20 PM

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

Mission Statement: read by M. Stith

Approve minutes of the OCTOBER meeting:

Motion made to approve the October 8 meeting minutes made by K. Moltenbrey, seconded by A. Chang. Vote: 4-0, 1 abstention (B. Talbott)

No new gifts and no correspondence.

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

- Strawberry Festival Kick Off meeting Thursday 11/14 at the Fire Station. M. Stith will attend. Other trustees are also welcome to attend.
- Holiday Crafts are December 2- 12.

Staff Report: Molly Pevna, Youth Services Librarian

- Storytime is now down to 2 days but has a steady attendance of 3-5-year olds
- Ages 7-11 Hogwarts has been a success with STEAM Activities, Molly and Azra switch off on this
- Teen Programming – TAG group as restarted and they are placing book reviews on the library website.
- Molly has been reaching out to the High School and Middle School librarians

Director's Report:

- E-Book Lending – discussed how libraries are dealing with the new restrictions on E- Book purchases.
- Programs and Attendance are up
- LED Conversion – this is 80% complete and an invoice for what has been completed will be coming. Should be about \$1500 more when all of the work is completed. Still waiting on time to attend Rotary Club meeting for possible grant.
- All job descriptions have been updated and will be reviewed annually. Using Guardian Tracking to keep track of what is happening via this. **Motion** to approve job descriptions made by T. Picciano, seconded by K. Moltenbrey. **Vote** 6-0 in favor
 - Budget: Director met with D. Sullivan and is waiting on final cost of living numbers to finalize the budget. Director does not see a need to have Trustees meet with D. Sullivan or the BOS at this time. M. Branoff would like to see a Trustee meet with Director and D. Sullivan on the budget.
- Lost or damaged items: A patron is now charged the retail cost of the item plus a processing fee. Director would like to remove the processing fee. **Motion** to approve the removal of the processing fee made by A. Chang, seconded by M. Branoff. **Vote** 6-0 in favor

Treasurer's Report: 78.86% of the budget has been expended to date. The budget is in good shape.

New Business:

None

Old Business:

Publicity Committee Update:

- K. Moltenbrey: Due to the holidays being right around the corner, the survey will be moved until early January. The committee will decide on a good time and bring that information back to the board.

Personnel Committee Update:

- T. Picciano presented some options for the plaque for Carl to the board. The board discussed the choices and decided on the burnished wood, should be under \$200.

Motion to extend the meeting: 5 in favor, 1 opposed (B. Talbott)

Motion to go into Non -public 8:30 PM made by T. Picciano seconded by K. Moltenbrey. Board was polled and all were in favor.

Board returned to public session at 9:16 PM and the meeting was adjourned at 9:18 PM.

Minutes kept by: Beth Talbott

FINAL minutes approved 1/14/2020