



Nesmith Library Board of Trustees

**Tuesday December 8, 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)

*Attended virtually

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Call to Order: The meeting was called to order at 6:04 pm

Mission statement: read by M. Stith

Approve November Minutes:

- A. Chang asked that we update the name to Windham Mom's Alliance in the minutes.

Motion made by T. Picciano to approve meeting minutes for November as amended. Seconded by K. Moltenbrey. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (abstained) **Approved 6-0-1**

Gifts:

- We received a \$100, unrestricted donation from Ruth Baker in memory of her husband Hayden with a thank you note for all we have done for their family and telling our staff what a big part of their family the library has been.
 - S. Brikiatis will send a thank you note.

Motion made by J. Slocum to accept the unrestricted gift of \$100 from Ruth Baker in memory of her husband, Hayden.. Seconded by T. Picciano. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (yes) - **Approved 7-0**

Correspondence:

- There was no correspondence.

Reports:

Flow report:

- FLOW is doing a lot of online activities and silent raffles.

Director's report:

- Statistics:
 - Library usage is on the same track as it has been with digital lending up from last year and circulation at about 60% of last year.
- HVAC update:
 - They have pulled out the old pump and are rebuilding it.
 - We will plan to encumber the money if the payment will come due next year.
- Lighting:
 - Electricians are coming to fix the lights which are dim on the outside walkway. Also looking to have lighting put up on the building to light up the walkway.
- Post holiday closing:
 - We were open on the Saturday after Thanksgiving but we were very quiet. Christmas is on Friday, would we be open to closing on Saturday to allow for a four-day weekend? We don't predict much traffic.
 - Discussion re: this plan. As long as public has enough notice, the response was positive.

Motion made by T. Picciano to close the library on Saturday, December 26. Seconded by K. Moltenbrey. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (yes) **Approved 7-0**

- Chrome books for people to use outside:
 - We have several that can be loaned out.
 - We also have an older laptop that we will provide for use. That way if someone needs it, we could also print something out for them.
 - No one had taken us up on using them previously but we do have them as an option.
 - These would be set for a two-hour limit.
- Patron reaction to closing:
 - We were able to talk to the regulars to make them aware of the closing and the majority are understanding and happy that we still plan to do curbside loaning.
 - Only one gentleman who uses the computer was upset about returning to curbside.
 - Another woman said she would instead buy her books. We pointed out that curbside loaning would still be easier than Amazon Prime.
- Mystery bags are a huge hit.

- Starting this week, we are going to opposite shifts as much as possible to avoid having to close down the library completely. Full-time staff will work from home when feasible.
- Hoopla checkouts:
 - Discussion re increasing checkouts again from four to six on January 1st.
 - General consensus was that this would be a good idea.
- Budget update:
 - The presentation went smoothly with no questions or concerns.
 - There was some question about why we have three open positions. This was explained.

Treasurer's Report:

- 91.667% of year has passed and the library has spent 85.27% of appropriation.
- The library remains in compliance with RSA 32:7.
- Expense projection for remainder of 2020:
 - We will have between \$66,000 and \$62,000 left over mainly because of open positions and we were not open certain days.
 - On the operating budget side, we will have about \$13,000 left, which leaves us about 5% under budget.
 - This is mostly in materials.
 - We had about 3 months when publishers had stopped releasing any materials.
 - Some of that money was used to purchase electronic resources.
 - On property maintenance, we will have about \$3,000 left.

Personnel:

Motion made by A. Chang to go into nonpublic session according to RSA 91-A:3. Seconded by K. Moltenbrey. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (yes) **Approved 7-0**

Motion made by A. Chang to leave non public. Seconded by K. Moltenbrey. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (yes) **Approved 7-0**

Announcement: Decision made in nonpublic session to hire Kathleen Roche as part-time library assistant.

New Business:

- Discussion held to thank the library staff for their work this year during this very difficult time.
 - 16 people on staff: could we do some thing for them?
 - Food and parties are difficult at this time.
 - Decision made to hold off and attempt to do something in the summer.

- Discussion held re: also closing the day after New Year's, January 2nd, which is also a Saturday.
 - It may not be very busy.

Motion made to close on January 2, 2021, by T. Picciano. Seconded by A. Chang. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (yes) **Approved 7-0**

- Next year will also be our 150th anniversary of the library opening.
 - We hope to do an announcement in January and some type of celebration in June.
- We have been the site of several donation drop offs and Rockingham 4-H did a pickup location here.
 - We are trying to make it as open to the community as possible.

Announcements:

- The next trustee meeting is January 12, 2020, at 6 p.m.

Meeting adjourned 7:00 p.m.

Respectfully submitted,

Catherine Robertson Souter
FINAL minutes approved February 11, 2021