



Nesmith Library Board of Trustees

**Tuesday February 9, 2021
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 6:03 pm

Mission statement: read by M. Stith

Approve December Meeting Minutes:

Motion made by K. Moltenbrey to approve meeting minutes for December meeting. 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 (abstained) **Approved 7-0**

Gifts:

- Received a \$100 gift from Norm Claremont in unrestricted donation.
- Received a restricted donation of \$500 from Windham Endowment to go towards the study pods that FLOW is raising money for.
- Received a \$250 donation to the named fund in the name of Anne Barstow.
- Received a donation of 89 books from Windham DEI group, donated by Houghton Mifflin to them. Three titles, for children, young adults and adults. These will be given out along with a kit for adults and for teens for book clubs and to circulate through the schools. They will include a bookmark noting it was a donation from DEI for those to be given away and a stamp inside the books to be included in the library catalogues.
 - S. Brikiatis will send a thank you note.

Motion made by A. Chang to accept above-named monetary gifts. 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 working on a number of activities. They will plan to talk to the fire chief to see what will be possible this year for the Strawberry Festival - perhaps doing shortcake kits where people place orders in advance. The issue will be the pandemic protocols for making food and slicing strawberries.
- S. Brikiatis- talked to FLOW president, Michell Tieman about what planning for summer reading programs. This may include an outdoor book fair.
 - The library is also planning outdoor-only summer activities. We will add inside events if/when possible.

Director's report:

- Statistics:
 - Library year-end statistics 2020: we ended the year down 33% for circulation and down 55% for traffic. This gives an idea of how much the building is used for things other than circulation.
- Lighting:
 - The LED conversion project is complete except for three cans which are on back order.
 - The project should be done by the end of March.
 - Also asked town's electrical contractor to take a look at building to see if we can add exterior lights over multipurpose room windows to shed light over outside sidewalk.
 - He said it is possible and he can mount one over each of the smaller windows.
- Performance reviews for staff:
 - These are near completion with one remaining.
- Budget update:
 - There were no questions about the solar project or the operating budget at the deliberative session.
- End of year recap:
 - We did return money left from the personnel line to the town of about \$66,000.
 - This was due to an open position, two retirements and almost no sick or vacation time to fill in.
 - We also returned about \$20,000 on the operating budget side.
 - This was about what we estimated.
 - We did not spend as much in electrical as expected.

- And we had a hold on buying for about two months because publishers had halted production.
- Summer reading:
 - M. Stith asked if were we able to rent a tent.
 - We are waiting for notification from the rental company that the tents are treated for flame retardation. Otherwise, that is ready to be contracted.
 - We got a quote for 7 weeks for a 30x40 pole tent so that we can handle inclement weather to do unperson programming outside.
 - We plan to continue similar programming as we do now, but outside.
 - We launched campaign last week to pick a mascot from children's submitted photos of pets.
- COVID update:
 - Numbers are dropping on Covid in town back to pre Thanksgiving numbers.
 - We will hold a staff meeting on Friday to talk about reopening.
 - My suggestion is to open next Wednesday with a soft opening and put in the notice in paper on Friday.
 - The staff feels that we should do limited browsing and curbside pickup
 - We would also like to add in Sundays in April, just for curbside until things start to change.
 - We will probably continue to do curbside in future as many people prefer it.
 - Discussion re opening:
 - Question: will new strains create a problem?
 - We did get new surgical masks from staff so that we can also double mask
 - We plan to set limits to browsing, half an hour, no seating, and the children's room is going to be closed
 - Question from M. Branoff on status of recruiting for Kevin's replacement.
 - She started yesterday, an internal promotion, former head of tech services for GMILCS ?
 - Sarah ?

Treasurer's Report:

- 8.33% of year has passed and the library has spent 6.9% of appropriation.
- The library remains in compliance with RSA 32:7.
 - This money will be spent over the course of the year.

New Business:

Solar proposal announcement:

- Should we write something as a board that we are behind the warrant article as it does not state support from the Trustees in the document?
 - A letter will be written by T. Picciano.

Motion made by A. Chang to write a letter to the papers in support of warrant article 15, solar proposal at Nesmith Library. Seconded by K Moltenbrey. Roll call vote taken: C. Robert-

son Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes), J. Slocum (yes) - **Approved 7-0**

March meeting date change:

- Discussion held re changing the date since it is election day:

Motion made by K. Moltenbrey to change March meeting date to March 15th at 6 pm. 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**

Announcements:

- Town election is March 9, 2021
- The next trustee meeting is March 15, 2021, at 6 p.m.
- The board recognized and thanked A. Chang for his years of dedication and service to the Nesmith Library as assistant treasurer. He will be missed!

Nonpublic:

Motion made by K. Moltenbrey to go into nonpublic per RSA 91-A:3, II A. Seconded by C. Robertson Souter. 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**

Discussion held regarding clarifying grading system on director's evaluation form.

The board agreed not to vote to seal the non public meeting minutes.

Motion made by T. Picciano to go out of nonpublic per RSA 91-A:3, II A. Seconded by J. Slocum. 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**

Meeting adjourned 7:05 p.m.

Respectfully submitted,

Catherine Robertson Souter
Final minutes, approved March 15, 2021