



*Nesmith Library Board of Trustees*



**Monday, April 9, 2019**  
**FINAL Meeting Minutes**

**Present**

**Trustees:** Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer) (arrived after start of meeting), Catherine Robertson Souter (Recording Secretary)

**Director:** Sylvie Brikiatis

**Assistant Director:** Diane Mayr

**General Public member:** Katelyn Kuttab (arrived after start of meeting)

**Absent:** Tara Picciano (Corresponding Secretary)

**Call to Order:** The meeting was called to order at 7:08 pm

***Approve minutes of the March meeting -***

- Motion to approve minutes by K. Moltenbrey
- Second by M. Branoff
- Vote: 4-0 in favor

***Accept any new gifts -*** None

***Review correspondence -*** Thank you note from S. Brikiatis to the board.

**\*\*7:14 p.m. - A. Chang arrived\*\***

**\*\* General Public member: Katelyn Kuttab arrived \*\***

**Reports:**

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

- The carnival will be Saturday April 13. Preview book sale Friday, April 12. Assistance needed on Thursday, April 11 to shift books.
- Carnival needs extra help with games tables etc. A. Chang offered to help. K. Moltenbrey will help with moving books Thursday.
- Strawberry Festival is going well, corporate sponsors are going well.

- Discussion re getting more volunteers.

***Staff Report*** - none

***Director's Report-***

- Circulation is down, people count is up. Internet use is down but we also had internet itself down.
- Hoopla - 168 users signed up in first full month and 257 circulations
  - It is averaging to cost \$500-600 per month. We have funding for about a year and in fall we will be able to see how much we want to allocate towards it in future.
  - M. Branoff - where is this money coming from?
    - It is coming from last year's budget and will come out of the non-print materials budget.
- A Chang - any thoughts on why the people counter is up?
  - Room is being used for meetings, adult programs seem busy, more kids are studying here.
  - Last year we also had weather events that adversely affected attendance.
- Going to NHLA spring conference May 9/10 - will be going up on the 8th because on the Conference Committee
- Solar Panel discussion will be on Board of Selectmen agenda next Monday
  - They asked who would we like to have here as contact person for them to reach out? Currently they are contacting me (S. Brikiatis.)
  - Dave said we can join the town electric consortium at the start and leave with no penalty as long as we leave before we use 20% of our allotment for the year. In the past we have only used about 16% annually. I will check to see if we have this in writing.
- Next month's meeting will be in the Heidenblad Room because the larger room being used.
- Personnel: Charts for staffing for current organization and a chart for the future on how I would like the organization to look. New department heads would include an assistant director, head of youth services and a circulation supervisor.
  - Discussion re position changes and proposed organization.
- Diane Mayr will be retiring next month. Her last work day will be May 15 but official end date will be later because of earned time etc.
- There are two openings possibly - children's librarian (budgeted to start June 1) and the other for head of youth services. We could post for both at the same time.
  - Job descriptions presented and discussed.
  - A. Chang - has anyone on staff currently expressed interest in the head of youth services position?
    - No, they have not
  - M. Stith - the Personnel Committee has seen this and added one item regarding a need to be available to work on occasions off site and various hours.
  - S. Brikiatis - posted a range of salary to be flexible depending on experience for head of youth services. From 16, step 1, to 17, step 3.
    - The potential is better for moving up with this structure.
    - We need a strong, experienced supervisor for that position.
    - Will be posted in GMILCS and NH Job Line and NELA

- M. Branoff - what pay level for children's librarian?
  - Looking at grade 15 and step would be dependent on experience.
- Current salary structure - showing budgeting this year for salaries and the amount for what we would end up at if we hired at the top of these salaries.
- M. Branoff - what is the social media/ tech person on the chart?
  - Looking to hire social media/emerging technology person - someone with marketing and PR to make messaging more consistent.
  - This position will be discussed in future.
- Salary chart - we will be under for this year. With proposed changes, salary budget will rise by 4.53% next year (4.58 with COLA).

***Public comment:***

K. Kuttab - question regarding usage of public space and time restrictions.

- We generally don't make them come out after two hours to sign in. This is not the way it should be handled..

***Discussion:***

- A. Chang - Do you expect negative feedback on this new structure?
  - Not really. The people I have in place as potential department heads were supportive. They will have more ability to make decisions.
  - The staff will be supportive I believe.
  - They will have additional responsibilities as department heads.
  - Guardian Tracker will be live in June - which will help with performance reviews. Comments are made throughout the year and staff person gets notification throughout the year so that they can respond to it.
- M. Stith would also suggest having town PR do a training with the new department heads on this program.
  - The plan will be to have training.
- A. Chang - there will be three layers?
  - Yes, there are a few people who report directly to me (six) and then people under them. Three would be considered department heads and the others are reporting to me with no one under them.

**Motion** to approve job descriptions of head of youth services and children's librarian to be posted this week made by C. Robertson Souter.

- Second by A. Chang
- **Vote:** 5-0 in favor

***Treasurer's Report:***

- 25% of year has passed and we have spent 19.45% of the appropriation.
- The library remains in compliance with RSA 32:7

***New Business:***

### ***Committee meeting dates:***

- **Publicity** - no meeting to be set up. Discussion regarding waiting to see if we have new staff person to head up publicity and we move committee more toward advocacy
- **Bylaws** - they will set up a meeting to discuss bylaw update
- **Events**- Setting up meeting - April 25, 12 noon, Kumo's

### ***On-boarding for new trustees:***

- Looking for setting up a system for new trustees to ease transition to the board.
  - Including bylaws, right to know laws, NHLTA handbook, code of ethics
- A. Chang - can Katelyn attend an orientation prior to applying to being a trustee?
  - K. Moltenbrey: Plans to go
  - M. Branoff: all this material is online already and available.

8:15 p.m.: **Motion** made to extend meeting: K. Moltenbrey made motion.

- A.Chang second
  - **Vote:** 5-0 in favor

### **Old Business:**

#### ***Open trustee position:***

- M. Stith read announcement of position as written by Board of Selectmen.
  - This ran in the paper also.
  - A. Chang - has anyone reached out for questions?
    - S. Brikiatis - No, they have not.
- K. Moltenbrey - can we ask BoS to get this pushed through?
  - S. Brikiatis: It should be soon. We can ask them to get it on the agenda soon.
  - A. Chang: will they ask for recommendations?
  - M. Branoff: they can decide to in NH or not.

#### ***Events update***

- K. Moltenbrey: encourage everyone to sign up on SF sign up sheet for strawberry shortcake table
  - Talked with fire chief to get them to maybe help out with ice cream. They may be able to help out.
  - S. Brikiatis gave sign up genius to Police to get them the maybe help out.
  - Looking for more help with scooping ice cream.
- C. Haas feels we need more to get people here for summer concert. At the park the draw is also the playground and walking.
  - Do we want to do an event?
    - S. Brikiatis - suggestion for fall event, literacy based?
    - Events committee can come up with suggestions.
    - S. Brikiatis mentioned an author event/networking for local authors.

***Solar update***

- Already discussed in Director's Report

***Police or Fire response for Strawberry Festival***

- Already discussed under events update

***Staff member interest for Publicity committee***

- Already discussed in Director's Report

***8:38 p.m. Motion made to go into non-public session.***

**Motion** made by A. Chang 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 personnel matters.

***8:53 pm: Motion made to go out of nonpublic and return to public session.***

**Motion** made by A. Chang. Second by K. Moltenbrey

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

Announcement re non pubic: decision made regarding personnel appointment

**Announcements:**

- Next Trustee meeting is May 14, 2019 at 7:00pm at Nesmith Library
- Cindy is collecting registrations for NHLT Conference.

**Meeting adjourned at 8:56 p.m.**

Respectfully submitted,  
Catherine Robertson Souter

FINAL minutes approved 5/14/19