



Nesmith Library Board of Trustees
Tuesday, May 14, 2019
FINAL - Minutes

Present

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Vice-Chair), Alberto Chang (Assistant Treasurer), Mark Branoff (Treasurer), and Beth Talbott. Absent were Tara Picciano (Corresponding Secretary) and Cathy Robertson Souter (Recording Secretary).

Director: Sylvie Brikiatis

Assistant Directors: Diane Mayr, Nancy Vigezzi

Members of the public: none

Call to Order: The meeting was called to order at 7:08 p.m. by M. Stith.

- Mission Statement: Read by M. Stith.
- M. Stith welcomed newly appointed Trustee B. Talbott, who had been sworn in by the town clerk. She has been provided a Trustee handbook, and was informed about the location of other materials such as the bylaws. S. Brikiatis will have a Trustee email address created for her. (M. Stith is making sure all relevant information from the director search is archived from the search committee to allow for the additional email address since we are currently at our limit with the number of addresses used for the search committee.)
- Minutes: Minutes from the April 2019 meeting were presented.
MOTION: Made by A. Chang to accept the meeting minutes from April 2019 with the prior suggested changes. Seconded by K. Moltenbrey. **Vote:** Passed 4-0-1 with B. Talbott abstaining.
- Gifts: A gift was submitted for \$140, in memory of Mary Ashburn, from the Windham Meadows Book Club, of which she was a member. The donation is not restricted but will be used for books. S. Brikiatis will draft a thank-you letter.
MOTION: Made by M. Branoff to accept the \$140 unrestricted gift; seconded by K. Moltenbrey. **Vote:** Passed 5-0.
- Correspondence: No new correspondence was presented.

Reports:

FLOW:

- M. Stith provided the following update on the upcoming Strawberry Festival: The plans are going well. They have well over \$14,000-\$15,000 in sponsorships. The Nutfield 300th anniversary is part of the festivities this year. There will be more food options, including Cameroonian food. The hours are different from the past, this year starting and ending an hour later (11 am to 5 pm). The book fair will open at 10 am and end at 5 pm.

Staff Report: There was no staff report.

Director's Report (S. Brikiatis):

Solar panel update:

- The RFP for the solar panels at the library will be posted May 15, 2019. The Energy Commission had changed the completion date to the end of the year, as that was more reasonable at this point in time. All of the Trustees' concerns voiced previously in the meetings were addressed in the RFP. The Selectmen will choose the winning bid. Times for walkthroughs will be set for the pre-bidding period.

LED lighting conversion:

- The cost to complete the conversion of the remaining library lighting to LEDs is estimated at \$10,600 (after state and federal rebates). The saved kilowatts would not have a negative effect on the minimum power usage required in association with the solar panel installation. The LED pricing estimate is good through the end of the year. S. Brikiatis believes this is a worthwhile expenditure if there is money available in the budget. She proposes the majority of the cost come out of the property maintenance portion of the budget.

Staff Positions:

There were 20 applicants for the Children's Librarian (Grade 15) and 10 for Head of Youth Services (Grade 16/17). S. Brikiatis has started the first round of interviews; she expects to call some back for a second interview, which should be completed by the end of May. There are several good candidates for both positions, as the location and pay are attractive. She will have Paula Carmichael, the town HR director, available following that second round to answer questions by the candidates. On that topic, she is requesting that P. Carmichael put together a benefits packet that she can send out to candidates. S. Brikiatis may request a special Trustees meeting prior to the next regularly scheduled monthly meeting on June 10 to vote on filling the positions.

Credit Card:

With D. Mahr retiring soon, S. Brikiatis is requesting another staff credit card attached to the Amazon account for books at a \$1,500 limit for N. Vigezzi. There is a \$6,000 overall limit; the director's limit is \$3,000 and N. Vigezzi's will \$1,500. She is also asking to add another financial signer, Karen Frey. S. Brikiatis will work with N. Vigezzi to put together a small training video on library finances in the fall. A. Chang would like to attend. M. Branoff noted there is a credit card policy in place, which he crafted years ago. **MOTION:** Made by A. Chang to have a Nesmith Library credit card for Amazon purchasing given to N. Vigezzi, in addition to adding K. Frey as another financial signer; seconded by B. Talbott. **Vote:** Passed 5-0.

Treasurer's Report: M. Branoff noted that we are a third of the way through the budget year and have spent 27.2% of the appropriation. M. Stith asked if there are plans to spend the professional development money; S. Brikiatis said yes, it will be used.

New Business:

State Meeting Update: K. Moltenbrey provided a list of items discussed at the state meeting in April that she found interesting for the Trustees to review.

Multipurpose Room: A. Chang read a request from Jamie Slocum of the Mom's Club concerning changes to the multipurpose room policy. The current policy provides for nonprofits to book the space no more than 4 times a year. If the Mom's Club has plans in the outdoor space and it rains, can they request to move inside to the multipurpose room by giving up to 12 hours advance notice, and if it is not booked by anyone, can they use it without it counting against their 4-time limit? S. Brikiatis noted there is an informal first come/first serve basis now for last-minute booking, but she is not in favor of allowing up to 12 hours advanced notice without it counting toward the club's yearly booking. She suggests keeping the policy as is and is willing to be flexible. She will respond to J. Slocum.

Events Subcommittee: K. Moltenbrey provided an update to the Events Subcommittee meeting on April 22. Because there are plans to fill an open position that will have the employee fulfilling technical and social media duties, the subcommittee felt that subcommittee was no longer needed, since the work would overlap that of the new hire and that it was more appropriate to have that handed in-house. The Trustees would continue to help in any capacity, as would the Friends.

MOTION: To adjourn the meeting made by A. Chang. Seconded by K. Moltenbrey. **Vote:** Passed 5-0.
Meeting adjourned at 8:12 p.m.

Respectfully submitted,
Karen Moltenbrey

DRAFT – 5/14/19

FINAL (no changes) 6/10/19