



Nesmith Library Board of Trustees

Tuesday, June 19, 2018

Minutes



Present

Trustees: Michelle Stith (Vice Chair, Acting as Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer), Catherine Robertson Souter (Recording Secretary), Karen Moltenbrey (Corresponding Secretary), Neelima Gogumalla (Member at Large)

Director: Carl Heidenblad

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Arrived after start of meeting: Tara Picciano (Chair)

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

- Mission Statement: Read by M. Stith
- Minutes: Minutes from the May 2018 meeting were presented.
- **MOTION:** Made by N. Gogumalla to accept the meeting minutes from May 2018 as submitted. Seconded by K. Moltenbrey. **Vote:** Passed 6-0.
- Gifts: No gifts were received since the last meeting
- Correspondence: No new correspondence was presented.
 - C. Heidenblad requested that a thank you note be sent to FLOW as a thank you for their work on another successful Strawberry Festival
 - A. Chang thanked M. Stith for her work on organizing the shortcake table at the festival

Presentations and Reports:

FLOW:

- No FLOW representative was present.
- M. Stith reported that the festival made just shorty of \$18,000. This number does not match what the festival typically made a decade ago but it was suggested that there are more distractions and competition in town since the high school opened and that this amount is the new norm and a solid showing.
- A. Chang suggested that the cost of the shortcakes could or should be raised as expenses are higher and the price is pretty low
- M. Branoff commented that at the shortcake table, lines were steady throughout the time he was present.

Treasurer's Report:

- Approximately 41.66 % of the years has passed and 37.65% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.

Director's Report:

- The roofing project was completed on time and with little disruption to the public. C.Heidenblad commented that he and others in the town maintenance were pleased with the work.
- Personnel - C. Heidenblad sat with the town HR representative to discuss the personnel manual.

7:19 p.m.: T. Picciano joined the meeting. M. Stith will continue to act as chair for the remainder of the meeting.

- Overdue fines - some corrections to the new policy were presented for review. To keep in line with GMILCS policies, the renewals allowed per item will go from four to three. Overdue fees for certain items were also altered.
 - Fines were removed as of the 15th of June, but it was not announced publicly as of yet
 - Items will be tagged where there are still fees and/or shorter loan times
 - Staff is also reminding patrons at checkout if an item has overdue fees or different loan times

MOTION: Made by T. Picciano to approve the changes to the borrowing privilege policy as presented. N. Gogumalla seconded.

- **Vote:** Passed 7-0

Committee Reports:

- Publicity has met to discuss ongoing logo and branding for library. An email will be sent out to set next meeting day/time
- Events committee has two events coming up. On September 8, A. Chang has offered to host the staff and trustees to his home for a barbecue.

Action item: Trustees should reply by email to A. Chang if they can/cannot make it that day and what they will bring to the event for food.

New Business:

Staff Appreciation:

- Previously discussed under committee report.

Borrowing procedures

- Previously discussed under director's report.

Library Rocks:

- Event will be held July 24 from 5-8. The band, Pop Rocks, is booked to perform at a cost of \$300.
- The Events Committee is teaming with Cheryl Haas of the town Recreation Department. C. Haas will set up a senior bus and help with other details including a Kona Ice truck.
- K. Moltenbrey has spoken with the police departments to discuss parking.
- T. Picciano reported that Jared Cassidy, the Windham School Department head of musical arts will attend as part of a "meet and greet" and will work with trustees to set up a petting zoo.
- T. Picciano will talk with the band about need for a rain date, tents, equipment, etc.
- C. Robertson Souter will contact Chunky's to find out cost of a large bag of popcorn and sleeve of cups to serve it.

Baily Rogers' departure:

- Baily Rogers' last day will be July 1. Her library work schedule had been weekends—Saturdays and Sundays. C. Heidenblad thinks hiring two people to work 12 hours each for a total of 24 hours (instead of one person to replace B. Rogers for 24 hours) would be a better option, as it will provide more flexibility in staffing in terms of covering other shifts as a substitute when needed. The cost would be the

same. The Trustees agreed. C. Heidenblad will begin advertising for the positions next week. He hopes to present the final candidates for a vote at the next Trustee meeting.

Old Business:

Strawberry Festival update:

- M. Stith said the festival went well. There were a lot of leftovers, though. She suggested selling the strawberry kits early in the day next year instead of waiting until the end. The Trustees also agreed that assigning a runner next year would be helpful.

MOTION: To adjourn the meeting made by T. Picciano. Seconded by A. Chang. **Vote:** Passed 6-0.
Meeting adjourned at 8:19 p.m.

Respectfully submitted,
Catherine Robertson Souter
Karen Moltenbrey

Meeting adjourned at 8:31 p.m.

Respectfully submitted,
C. Robertson-Souter

Approved – 8/21/18