



Nesmith Library Board of Trustees

TUESDAY, AUGUST 13, 2019

FINAL Meeting Minutes



Present

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer), Catherine Robertson Souter (Recording Secretary), Tara Picciano (Corresponding Secretary), Beth Talbott (Member-at-large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Call to Order: The meeting was called to order at 7:04 pm

Mission statement: read by M. Stith

Approve minutes of the June meeting - Minutes tabled to next meeting

Approve minutes of July 19 special meeting and minutes of non public session from April 9:

- Discussion: M. Branoff noted a change needed for July 19 minutes adding his name as having made motion "to approve hire of Chelsea Paige."

Motion made to approve the July 19 special meeting minutes as amended and the minutes from the non public session of April 9 made by M. Branoff, K. Moltenbrey seconded. Vote: six in favor, B. Talbott abstained. Motion passes

Accept any new gifts - S. Brikiatis announced the donation of \$500 in honor of Professor Gene Simmons on the occasion of his 90th birthday. Unrestricted donation.

- Another donation made for \$75. Unrestricted.

Motion made to accept donations made by M. Branoff, seconded by T. Picciano. Vote: 7-0 in favor.

Review correspondence - none

Reports:

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

- FLOW will commence meetings in September and would like to invite trustees and staff to attend. Dates of either the 16th or 23rd are being floated. M. Stith will us know when the meeting is set.

- Good idea to become member: (visit: <https://www.flowwindham.org/memberships>)
- Discussion re difficulties of filling board positions
- Discussion re sending a representative to FLOW meetings
 - Maybe ask Scott Pare if he would like someone from Trustees to come to each meeting

Staff Report - none

Director's Report-

- LED lights conversion - started to work towards - has proposal in hand. Using rebates
 - Grant application through Rotary Club submitted for LED lights to cover amount left over after rebates.
 - Could we use donation money toward LED lights while waiting to find out if the grant application is approved? Would like to go forward with replacing lights.
 - Discussion re where money would come from (donations) rather than from property line. If the grant is approved, that money can't be put back in to the property line as it will come in as a donation.

Motion made to use donation money to pay balance of LED conversion pending approval of Rotary Club grant money of \$10,626.98 by B. Talbott; T. Picciano second. Vote: 7-0 in favor

- Solar project discussion. The BOS voted to reject all proposals since it was discovered that the state's rebate money pool had been exhausted. Plan is to start again from scratch in January.
- Personnel - first time in over a year we are fully staff.
- NE College and NE Institute of Art have merged - both members of consortium so that changed the formula for dues which means our dues have gone up.
- Update on E-Book publishing world - there was a vote today for NH downloadable books for the state consortium about our budget for the year - publishers have changed the model for licensing and are now only allowing libraries to buy one copy at the publishing date and then embargo for 8 weeks to purchase more. The second purchase must be two copies and they are \$60 each. Original copies are \$30. Any additional copies are only owned for two years after first purchase. MacMillan has done this so far and the fear is that other publishers will follow.
- Discussion was held about the state book budget - do we increase it or not - it would increase it 30%. This would be a little over \$1,000 per year out of our budget and we would not get much out of it.
 - S. Brikiatis voted not to increase the budget because we could afford it but smaller libraries could not.
 - Their fear is that sales are affected by libraries. S. Brikiatis believes the issue is being pushed by Amazon.
 - This will affect cloud libraries.
 - This is also affect text books
 - There will need to be some education of the public and some complaints - from the public who are upset with the plans.
 - They will end up driving libraries out of ebooks which can affect overall sales of their own ebooks

- Smaller libraries will be driven out which will drive up costs for larger ones as well
- Carl's plaque - what do we want to do for the in-room plaque.
 - Discussion: wording, how would it look? Put it under a committee, personnel committee will do it
- Diane's shadow box - is that ready?
- A. Chang - statistics on the top of the report - they look like they are dropping but there are so many other areas where numbers are way up. - Tutors using the library on Sundays. Programs with large turnouts (summer projects).
 - Nesmith is the only one in GMILCS that is open on Sunday
 - Could we see 2017 data also to see if this is a trend versus a blip
- B. Talbott asked if these numbers are a summer trend or year round.
 - It is a downward trend in circulation BUT an upwards trend in number of memberships/ cards. So more people using the library they are just using it differently. We struggle with how to show metrics to fully demonstrate this. Many people do not come in to the physical library.

Treasurer's Report:

- 58.33~% of year has passed and we have spent 54.24% of the appropriation.
 - The library remains in compliance with RSA 32:7
 - M. Stith -asked about paying for conferences and professional development programs - when the money will be used. S. Brikiatis said that the money will be used and there is a lot of interest with the staff to go to NELA conference (not all will be able to go).
 - S. Brikiatis would like to prepay HOOPLA fees for next year. The money will be gone that was appropriated for it.
 - Technical services will be over because of GMILCS dues rising but it won't have anything else
 - Equipment maintenance - that stands at 94% but office equipment line will help to cover.
 - Telecommunications line - an issue because there is a problem with the consolidated service fees and no one knows why we are paying them over the contracted amount. Town finance director will look into this so that plan will be made for next year's budget.
 - Operating budget will be spent. We will be under in payroll since we have been under-staffed for the year. This money can not be moved.
 - T. Picciano - has this money ever been used to pay for professional development.

8:16 - Motion made: to extend meeting time until agenda is completed made by K. Moltenbrey, seconded by B. Talbott, VOTE 7-0 in favor.

New Business:

Staff report schedule: Nancy Vigezzi will present at the next meeting

Personnel Committee meeting date: Date set for August 22, 1 p.m.

Finance Committee meeting date: committee does not need to meet until after September meeting with a draft budget to be presented by S. Brikiatis

Old Business:

Solar update: Done

NHLTA conference review

- Opening presentation of advocacy boot camp was amazing
- It would be great to get together to plan this type of work together - using trustees, friends, and staff.
- M. Stith - She noted that, "You need to go to your community, not have them come to you." maybe we can have a presence at Black Out Game, etc.
 - S. Brikiatis said we are going to senior luncheons, CHAD storybook ball, reaching out to school media library specialists to go to their annual planning meetings.
 - Other ideas included: Helping Hands walk-a-thon, breakfast at Common Man, ways to become a more visible part of the community.
- Staff does this on paid time.
- C. Robertson Souter suggested that trustees take on the job of doing interviews to see what people want in the community, ferret out the needs
 - How do we start these projects? **Publicity meeting set for 8/20 at 9 a.m. to start discussion**
- M. Branoff - all the NHLTA materials are online
- How to Have a proper meeting seminar:
 - K. Moltenbrey - what is not a meeting - social encounter, collective bargaining, legal counsel politic caucuses or circulation of draft documents.
 - Remote meeting participation - need a quorum present but can have someone participate remotely and vote. Must disclose who else is in the room with them.
 - Basic rules of procedure should be written up (who can talk at a meeting, for how long etc.)
 - C Robertson Souter added: that meeting schedule needs to be posted two public places and the website can be one of those. But should be at least one physical site.
 - The agenda and meeting minutes can be shared ahead by BCC but should not be discussed by email or edits made to the whole group by return email.
 - New Business on the agenda can cover a list of what trustees want to discuss plus anything that the board wants to add or that comes up at the meeting.
- Round Table
 - C Robertson Souter added commentary on the round table discussion she attended on social media and what other libraries are doing:
 - Using younger generations to reach out on social media
 - Events held at other libraries like a volunteer page, pie baking contest, selling leftover book sale books on Ebay, etc.
 - Discussion held on getting involved in local civics lessons - how to teach about town government
- M. Stith spoke about an event in Hampstead where local boards all had a table set up for the public to stop by to discuss issues, meet elected officials etc.

- Seminar on Team work at the top - trustee/director relationship
 - M. Branoff commented that the entire presentation for this is also on website and was well received at the conference.

Announcements:

- Next Trustee meeting is September 10, 2019 at 7:00pm at Nesmith Library
- NHLTA orientation for new trustees will be Saturday, October 5, at Gorham Public Library
- A. Chang offered to host a staff event at his house on Sunday, September 22 or 29
- Publicity meeting set for 8/20 at 9 a.m.
- Personnel meeting set for August 22, 1 p.m.

Meeting adjourned at 9:17 p.m.

Respectfully submitted,
Catherine Robertson Souter

DRAFT minutes 8/14/19