



Nesmith Library Board of Trustees

**Monday, January 10, 2022
FINAL Meeting Minutes**



Present:

Trustees: Karen Moltenbrey (Chair), Catherine Robertson Souter (Recording Secretary), Mark Branoff (Treasurer), Michelle Stith (Member-at-large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Members of public: Rita Ryan, Windham; Mark Kovaks, Windham; Jim Murphy, Windham

Absent: Tara Picciano, Jaime Slocum, Nadia Alawa

Call to Order: The meeting was called to order at 6:06 pm

Mission statement: read by K. Moltenbrey

Public Hearing: In accordance with RSA 202-A:4-c, the Nesmith Library Board of Trustees advertised and held a public hearing to accept the proceeds of a grant in the amount of \$14,353 from the NH State Library, Institute of Museum and Library Services (IMLS) and American Rescue Plan Act (ARPA).

- Discussion held regarding the planned use of the funds (a story walk, OWL camera, an additional study pod and digitizing two years of the Windham Independent)
- S. Brikiatis explained that this is the second round of grants and that there may be more for a third round if any of the funds remain.
- M. Stith asked if this will bring the library up to date with digitizing the Windham Independent and S. Brikiatis explained that it would and allow the library to purchase missing years of microfilm also.

Motion made by M. Stith to accept the grant from the NH State Library, Institute of Museum and Library Services (IMLS) and American Rescue Plan Act (ARPA) in the amount of \$14,353. Seconded by M. Branoff

Approved 4-0

Approve November Meeting Minutes: Tabled as there is not a quorum who was present at the November meeting.

Approve December Meeting Minutes: Tabled as updates are needed to minutes.

Gifts:

- An unrestricted donation in the amount of \$100 was received from Norm Clairmont, currently of Indiana, in honor of the library's 150th anniversary. The letter included a note wishing the staff all the best and complimenting Nesmith as "The best town library on the planet."

Motion made by M. Branoff to an unrestricted donation from Norm Clairmont.

Seconded by M. Stith

Approved 4-0

- A \$250 donation to the Ann Barstow Named Fund was received from Patricia and Thomas Barstow, of Dover.

Motion made by M. Branoff to accept the donation of \$250 for the Ann Barstow Named Fund from Patricia and Tom Barstow. Seconded by M. Stith

Approved 4-0

Correspondence:

- There was no correspondence.

Reports:

FLOW report:

- There was no FLOW report

Director's report:

- At the end of the year, we are continuing on the trend where circulation numbers are higher than pre-pandemic.
 - The people counter continues to be lower because of pandemic constrictions
- Building and property maintenance: We had a small plumbing issue in the women's restroom but it has been taken care of.
- Technology: The transition to a new museum pass program has been smooth.
 - Individuals can now cancel their own pass reservations if need be.
 - The new program is more user friendly, has more functionality and costs less.
- Personnel: We have had five applications for the part-time and weekend position.
 - We will start interviews this week.
 - This position may continue to turn over as the pandemic-affected work shortages and disruptions continue
- Staff Training Day: Proposal to host staff training on April 22nd.
 - Programs will include CPR and wellness training
 - The library will close that day.

Motion made by C. Robertson-Souter to close the library for the day on April 22, 2022 in order to run a staff training day. Seconded by M. Stith

Approved 4-0

- Staff reviews: The staff is doing self-evaluations now.
 - The staff reviews will be completed by first week of February
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Treasurer's Report:

- 100% of 2021 has passed and the library has spent 97.21% of appropriation.
 - The library remains in compliance with RSA 32:7.
 - There was \$37,000 left for payroll due to fewer payroll hours during pandemic closures (which is returned to the town.)
 - The operating side of the budget will have less than \$1,600 remaining, which is returned to the town.

Trustee Committee Reports: There are no reports.

- There will be a personnel committee meeting set before the next board meeting.
 - The trustees will receive packet from the chair to be filled out for the director's evaluation.

New Business:

Announcement:

- Azra Palo, Head of Youth Services is expecting a child in July

Old Business:

Policy review/document update changes:

- Language suggestion: The town's HR Director inserted S. Brikiatis that we cannot put language in the employee or other policies stating that people may not come to the library if unwell.
- Borrowing Library Equipment: Suggested to be removed as we no longer loan equipment
 - Motion made** by M Stith to remove the Borrowing Library Equipment policy.
Seconded by M. Branoff
Approved 4-0
- Borrowing Privileges: Changes made to the policy as suggested.
 - Motion made** by M Stith to accept the Borrowing Privileges policy as amended.
Seconded by C. Robertson-Souter
Approved 4-0
- Community Profiles Policy: Suggested to be removed as we no longer use this service.
 - Motion made** by C. Robertson-Souter to remove the Community Profiles Policy.
Seconded by M. Stith
Approved 4-0

- Inter-Library Loan Policy: Changes made to the policy as suggested.
Motion made by C. Robertson-Souter to accept the Community Profiles Policy as amended Seconded by M. Stith
Approved 4-0
- Social Media Policy: Changes made to the policy as suggested.
Motion made by M Stith to accept the Social Media policy as amended. Seconded by C. Robertson-Souter
Approved 4-0
- Study Room Policy: Changes made to the policy as suggested.
Motion made by M Stith to accept the Social Media policy as amended. Seconded by C. Robertson-Souter
Approved 4-0
- Unattended Children Policy: No changes made
- Volunteer Policy: Changes made to the policy as suggested.
Motion made by M Stith to accept the Social Media policy as amended. Seconded by C. Robertson-Souter
Approved 4-0

Budget update: There will be a meeting of the Select Board tonight to finalize the proposed budget.

- No changes were made to the library's proposed budget.
- The Deliberative Session will be February 12

Solar panel update: The panel project is moving forward.

- Any work will need to be completed before or after the summer months

Interest in Trustee position: There has been some interest from members of the public interested in running for the three open trustee positions.

Announcements:

- The next trustee meeting is Monday, February 7, 2022, at 6 p.m.

Motion made by M Stith to adjourn. Seconded by C. Robertson-Souter

Approved 4-0

Meeting adjourned at 7:21 p.m.

Respectfully submitted,

Catherine Robertson-Souter

FINAL minutes approved February 7, 2022