



Nesmith Library Board of Trustees
Tuesday, April 12, 2016
Minutes - FINAL draft

Present:

Trustees: Patricia Barstow (Chair), Mark Branoff (Treasurer), Karen Marcil (Assistant Treasurer), Cathy Robertson-Souter (Recording Secretary), Michelle Stith (Correspondence Secretary)

Absent: Peter Tousignant (Member at large), Tara Picciano (Assistant Chair)

Library Director – Carl Heidenblad

Assistant Director– Sylvie Brikiatis

Staff representative - Maria Schroeter

Call to Order:

The meeting was called to order at 7:00 p.m.

Mission Statement - read by P. Barstow

Minutes for meeting of March 15, 2016, approved.

Gifts: None received

Correspondence: M. Stith read a thank you note from Carolyn Shea for the retirement dinner. She also read a request from library employee Sarah Williams requesting financial assistance for continued education as she pursues an MLS degree. Request to be discussed under New Business.

Reports:

FLOW Report: There is no FLOW report.

Staff Report: Maria Schroeter, reference librarian, is a recent addition to the library staff. She introduced herself and presented the board with a brief bio and an overview of her job duties and goals for the reference collection at the library including ways to modernize and update the current extensive collection and where to reduce hard materials in favor of electronic versions. She is also working on the inter-library loan program and explained that we now are able, for a very low rate, to borrow books from nearly any library in the country. The library also has access to online subscription-based reference materials.

C. Heidenblad and S. Brikiatis praised Maria for her quick integration into the library, her rapport with customers and staff, and her flexibility in working where needed throughout the library.

Treasurer's Report: Report reflects expenditures through the end of March. Approximately 22% of the budget has been expended after 25% of the year. The library remains in compliance with RSA 32:7.

P. Barstow asked about a column in the budget listing expected donations and named fund money. C. Heidenblad believes this is included in error and will look into the amounts.

Director's Report: C. Heidenblad is putting together items for the CIP request to be presented in August. He has received two quotes for a new roof to be scheduled for 2019 or 2020. Discussion held as to different materials for the roof and the durability and safety of each. The quotes are for 30-year fiberglass shingles which were recommended by experts. Current roof is 20 years old and is showing signs of significant wear. It may be possible to incorporate solar panels when the new roof is installed, which will be further explored.

Fencing around the HVAC unit will need to be replaced as it came down over the winter and is deemed unsafe. C. Heidenblad has received a quote of \$3,900 to replace. He will approach the town maintenance department to have this fence replaced as it should come out of the building trust fund designated for external building maintenance.

The town maintenance department has been reduced and it is unclear how that will affect library functioning. A list of outstanding maintenance items has been forwarded including parking lot lights, a window in the children's room, and the mailboxes that were taken down during winter plowing. A cleaning company will be doing the regular daily cleaning from now on.

In regards to a letter from Sarah Williams, the library is carrying \$500 for professional development, C. Heidenblad explained.

He would also like to see the job description for a technical services/technology librarian posted. This will be further discussed under Unfinished Business.

The library has a new file server on order from Dell. The current server is experiencing issues and is no longer being supported by the manufacturer since it dates back to 2003. The server will cost \$1,500 and can be installed by staff. This money will fall under the library's non lapsing budget.

Technology expenses were lower than expected for replacing computers.

Maintenance checklist has been prepared for director/staff to ensure systematic checks of all tasks.

Unfinished Business:

Personnel Committee: Job description for a technical services/technology librarian discussed. Position will replace Carolyn although responsibilities will change and be expanded and pay will be slightly increased to match job and skill expectations.

Motion: made by C. Robertson-Souter to advertise for the position of technical services/technology librarian with a starting salary of grade 17, step 1 for a full-time, non-exempt position. Seconded by M. Stith. Vote: 5-0 in favor.

Publicity Committee: C. Robertson-Souter reviewed recent committee meeting where several items were discussed for increasing public awareness and ease of use for the library. The committee would like to produce a bi-monthly or seasonal spotlight article to be published in the newspaper, newsletter, and on Facebook. M. Stith suggested using each article to highlight a particular program or staff member or area of the library. A meeting was set for Monday, May 2, at 2:15 p.m. Library staff will be invited to participate in and work with the board on publicizing the library.

MOTION: 8:15 p.m - M. Stith motioned to extend the board meeting for as long as necessary to complete agenda items. C. Robertson-Souter seconded. K. Marcil excused herself from the meeting. Vote: 4-0 in favor.

MOTION: M. Stith motioned to permit the Publicity Committee to produce periodic spotlight articles. C. Robertson-Souter seconded. Vote: 4-0 in favor.

Endowment Committee: The committee met to update two documents relating to the Named Fund as these items pertain to the board's attempts to create a working relationship with the Windham Endowment.

Motion: M. Stith motioned to accept changes to the Named Fund definition as presented. C. Robertson-Souter seconded. Vote: 4-0 in favor.

The committee also made suggested updates to the Named Fund investment policy outlining how funds held by Windham Endowment will be handled as opposed to those held by the library.

Motion: C. Robertson-Souter motioned to accept changes to the Named Fund investment policy as presented. M. Stith seconded. Vote: 4-0 in favor.

Discussion held about the current policy's determination that all funds will be invested once the total reaches \$10,000. As the fund is now close to that amount, but investing the money will work against the board's attempts to set up a working relationship with the Windham Endowment, a recommendation was made by the committee to put a freeze on investing any funds at this time.

Motion: C. Robertson-Souter motioned to postpone enactment of investment policy until such at time as a decision has been made and acted upon to move funds to the Windham Endowment. M. Stith seconded. Vote: 4-0 in favor.

Questions put to the Windham Endowment board have been addressed. A determination about how funds will be disbursed if the WE ceases to exist will be updated to reflect NH laws and legal systems.

New Business:

Auditor's Survey: Discussion held about response to annual auditor's survey.

Request for tuition assistance: Discussion held about offering \$500 in budget to Sarah Williams for continuing education.

Motion: M. Stith motioned to give Sarah Williams up to \$500 to reimburse her for courses she is taking at the University of North Texas online upon completion of said courses with a passing grade. C. Robertson-Souter seconded. Vote: 4-0 in favor.

New Housekeeping folder on shared drive: C. Heidenblad informed staff of folder on shared drive to contain calendars of library closings, committee memberships, board positions, and a list of responsibilities for board positions.

Announcements:

NHLTA Conference: Conference will be held Monday, May 23. Trustees should register through the library by April 15.

Adjournment:

The meeting was adjourned at 8:59 p.m.

Respectfully submitted,

Cathy Robertson-Souter
Recording Secretary

FINAL DRAFT 4.24.16