



**Nesmith Library Board of Trustees
Monday, December 12, 2016
Minutes**

Present: Trustees Patricia Barstow (Chair), Mark Branoff (Treasurer), Cathy Robertson-Souter (Recording Secretary), Michelle Stith (Corresponding Secretary)

Absent: Tara Picciano (Vice Chair), Karen Marcil (Assistant Treasurer), Peter Tousignant

Director – Carl Heidenblad,

Assistant Director – Sylvie Brikiatis

Flow-Jane Manning, Children's Programming board member

Call to Order:

The meeting was called to order at 7:08 pm. by Patricia Barstow. Mission statement read by P. Barstow
The minutes from the November meeting were deferred to next meeting for approval.

- ☐ There were no gifts
- ☐ There was correspondence from Diane Mayr. As a thank you to Trustees, a donation from Mrs. Mayr was made to www.heifer.org/. The card from Heifer thanking the trustees had arrived.

Reports:

- ☐ FLOW: Jane Manning updated the board on the holiday craft workshops held in the past two weeks.
 - o Held over eight nights, the workshops were filled to capacity each night. FLOW invited different people to host each night's events rather than ask one person to run the entire event. According to C. Heidenblad, the "workshops were outstanding."
 - o The board has several newer members. The next big event will be held March 22-25, the spring book fair, banquet and children's Pet Shop Party event. Trustees are invited to attend the banquet on Friday, March 24.
 - o The Strawberry Festival will be held on June 3 from 10-4. The trustees will be coordinating the strawberry shortcakes.
 - o All positions on the FLOW board are filled and membership of the group does not seem to be an issue currently.
- ☐ There was no Staff Report.

Treasurer's Report:

- ☐ At 91.66% through the year the library has spent approximately 85.07% of the appropriation. The library remains in compliance with RSA 32:7.
 - o According to C. Heidenblad, earned time payouts will bring the library closer to 100% of the budget by end of year.

Director's Report:

- ☐ C. Heidenblad will attend, along with M. Branoff, the Board of Selectmen meeting on Thursday night (12/15) to discuss the proposed 2017 budget and answer any questions.

- Usage of the library was up in November over the same month last year. Historically, items borrowed are lower than they were during economically difficult times although the number of people who visit the library has stayed roughly the same.
- GMILCS interlibrary loans - we are getting closer to borrowing as much as lending to other libraries.
- The library email provider was switched over the past weekend to the one used by the town, which will save \$1,600 annually.

Ongoing Business:

Committees:

Publicity: A meeting for the publicity committee was set for January 9 at 1 p.m. at the library.

New Business:

Director's Evaluation:

- Discussion was held as to the evaluation form and making changes both to the rating system as well as to several of the individual questions in order to have them align with the rest of the form.
 - Motion: C. Robertson-Souter made a motion to accept the proposed changes to the director's evaluation. M. Stith seconded. VOTE: 4-0 in favor
- Discussion held regarding holding a meeting to discuss evaluation and to collate answers prior to presenting the final form to C. Heidenblad in order to have more consistent feedback. C. Heidenblad pointed out that it was also valuable to hear individual concerns and comments. These can still be included, C. Robertson-Souter agreed, but it would be helpful to talk about the various programs and areas we are asked to comment on prior to making judgements.
- P. Barstow suggested setting a meeting to discuss and finalize the evaluation in January with scheduling input from several trustees who had tighter work/school schedules but were not currently present.

Announcements:

Next scheduled Trustees meeting will be held Tuesday, January 10, 2017 at 7 p.m.

Meeting adjourned at 8:03 p.m.

Respectfully submitted,
Cathy Robertson-Souter

Draft subject to approval - FIRST DRAFT 12/14/16