



***Nesmith Library Board of Trustees***  
**Tuesday, September 13, 2016**  
**Minutes**

**Present:**

*Trustees:* Patricia Barstow (Chair), Tara Picciano (Assistant Chair), Mark Branoff (Treasurer), Karen Marcil (Assistant Treasurer), Cathy Robertson-Souter (Recording Secretary), Michelle Stith (Correspondence Secretary), Peter Tousignant (General Member)

*Library Director* – Carl Heidenblad

*Assistant Directors*– Diane Mayr, Sylvie Brikiatis

**Call to Order:** The meeting was called to order at 7 p.m.

**Mission Statement** - read by P. Barstow

**Minutes** for meeting of August 10, 2016, approved.

**Gifts:** None received

**Correspondence:** None received

**Reports:**

**FLOW Report:** There is no FLOW report.

**Staff Report:** There is no Staff Report

**Treasurer's Report:** At this point, we are approximately 2/3 through the fiscal year and 63.04% of the budget has been expended. The library remains in compliance with RSA 32:7.

K. Marcil asked why the equipment maintenance costs are high. C. Heidenblad explained that projects, including re-upholstering several chairs and internal painting were taken from this account, which removes the cost from the CIP budget, reducing that appropriation request.

K. Marcil asked about office supplies budget and if it reflects new hires. C. Heidenblad explained it does not and that that line item covers several areas and fluctuates year to year.

M. Branoff questioned the donations account and if this money has been earmarked for any item(s). C. Heidenblad has several ideas in mind and will present them once he has a more for-

mal proposal.

**Director's Report:** Director Heidenblad reported that he has been working on a budget for 2017 to present to the town/Board of Selectmen.

Most recent hire, Nancy Vigezzi, has been successful in integrating into the staff.

**CIP:** Heidenblad attended a meeting with the CIP committee to present a proposal for the exterior painting and carpeting. The committee seemed pleased to have the painting done on a more regular basis thus cutting down on need for costly repair work/carpentry. They also appreciated that the library paid for the interior painting through its own budget. Some felt that the carpeting may not be necessary and that the cost of the new carpet tiles is expensive especially where extra will need to be purchased in case of a need for replacement pieces. Heidenblad explained that there are many well-trafficked areas where the carpet is ripped and becoming hazardous. The various carpeting experts who looked at the current flooring all believed that the adhesive is breaking down.

He also mentioned a need for a new roof in a few years. At this point, the current roof has been in place nearly 20 years and is showing signs of wear. The quoted price was higher than most expected it to be. The roof should be included in the CIP, possibly for repair in 2019/20.

**Budget:** There will be a \$17,000 increase in personnel expenses next year, which results in a 1.8% increase. C. Heidenblad has heard that the town may institute a 2% cost of living increase which would come on top of this. It would bring the total budget increase to just over 3%.

The staff is looking at other areas where changes may be made and the budget may be slightly affected (at this point by approximately \$4,000). The goal is to look at where budgetary costs may need to be shifted.

One area will be to increase staff professional development from \$500 per year to \$1,500. Discussion held as to whether a commitment to a certain period of time should be agreed up on before helping to pay for educational costs. These agreements, stated Heidenblad, can be difficult to uphold in court. Also, as C. Robertson-Souter pointed out, this is not a great deal of money compared to the cost of education and a commitment would be out of line.

The cost of the heat has dropped from \$15,000 in 2016 to a proposed \$6,650 in 2017. This is due to a better oil price bargained by the town and a new HVAC system installed this year.

Possibly looking at a paid internship for next summer to assist in desk coverage and children's room programs.

Robertson-Souter asked when the budget will need to be finalized on our end to be presented to

the Board of Selectmen. Heidenblad believes it will need to be finalized by late October or early November.

***Unfinished Business:***

**Little Free Library:** M. Stith spoke with the town administrator who advised her to have a completed model and plan before presenting the idea for approval. The idea would be to have someone create a box, possibly looking like Nesmith, or to purchase one pre-made. Stith will look at both options.

***New Business:***

**Diane Mayr Day:** In honor of 30 years of service, the library held a celebration for Diane on August 31. The Board of Trustees named the day, August 31, 2016 to be Diane Mayr Day at the library to thank her.

“She has done a lot in her 30 years,” said P. Barstow, chair of the Board of Trustees, “and we are looking forward to her next 30!”

**Library closure:** C. Heidenblad requests that the library be closed for staff training on October 21. The staff can also review ideas gleaned from a staff visit to the Amherst Library.

***Motion:*** T. Picciano made a motion to authorize the director to close the library for the entire day on Friday, October 21, for staff development. P. Tousignant seconded. **Vote:** 7-0 in favor

**Announcements:**

The next scheduled Trustees’ meeting is Tuesday, October 11, 2016 at 7 p.m.

The next Publicity Committee meeting is Thursday, September 15, 2016 at 12:30 p.m.

**NHLTA Workshop:** "Library Construction Projects - From Design to Financing". Saturday, October 22, 10:00 a.m. - 12:30 p.m. at Hooksett Public Library.

**NHLTA Personnel Workshop:** "Getting Started on Effective Personnel Management". Wednesday, November 30, 10:00 a.m. - 1:00 p.m. at NH Municipal Association, 25 Triangle Park Drive, Concord.

On-line registration is now open for both workshops at [www.nhlta.org](http://www.nhlta.org). More info on the workshops also at [www.nhlta.org](http://www.nhlta.org). There is no charge for attending the workshops.

**Adjournment:** The meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Cathy Robertson-Souter  
Recording Secretary

SECOND DRAFT 9.21.16