



***Nesmith Library Board of Trustees***  
**Tuesday, June 14, 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),

*Absent:* Peter Tousignant (General Member)

*Library Director* – Carl Heidenblad  
*Assistant Directors*– Diane Mayr, Sylvie Brikiatis

*Staff representative* - Laura Montgomery

**Call to Order:**

The meeting was called to order at 7:02 p.m.

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

**Minutes** for meeting of May 11, 2016, approved.

**Gifts:** None received

**Correspondence:** None received

**Reports:**

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

**Staff Report:** Laura Montgomery, Library Assistant/Book Group Liaison, spoke to the board about her involvement with the library's inter-library loan services along with the "Reads to Go" kits and gathering books for local book clubs, of which there are about ten active in town who utilize the library for their monthly reads. There are currently 154 packs of books available for book clubs throughout the state, 9 of which are housed at Nesmith Library.

Laura also assists on the reference desk and with computer questions. C. Heidenblad praised Laura for her work with the various programs, which take up far more time and require a greater attention to detail than might be expected. She was also complimented by Carl and by D. Mayr on her customer service skills, especially when helping with more complicated requests or issues.

**Treasurer's Report:** M. Branoff pointed out that the report stated "need payroll" although it contained current payroll numbers. C. Heidenblad said this would be remedied.

P. Barstow asked about the computer supplies expenses being at 167% of allocated budget. This is due, explained Carl, to an unexpected need for a new computer but the money will be made up for on the bottom line. Patricia also asked about the expenses for dues and meetings, currently at 56%, which was explained by Carl to

be mostly paid up for the year as these expenses are paid only once per year.

At this point, we are approximately 42% through the fiscal year and 38.68% of the budget has been expended. The library remains in compliance with RSA 32:7.

### **Director's Report:**

**Fencing:** C. Heidenblad reported that the town has agreed to pay for fencing around the HVAC unit outdoors that was ruined over the winter. This money will come from the town's building maintenance fund.

**Solar:** Revision Energy has submitted a proposal for solar panels for the roof of the library. The panel would be installed free of charge and owned by Revision, who would then sell the library the energy created for a lower price than currently paid. The plan would be to purchase the equipment outright after five years, if it is still though worth pursuing, at the current market rate. The equipment has a 25-year guarantee and a 40-50-year life expectancy.

M. Stith questions if the technology may be obsolete in five years. It could be, explained Carl, but we are under no obligation to purchase in that case.

One issue, he explained, is that the current roof is in need of repair. The solar paneling company would repair the roof under the solar panels as part of the installation process at no additional cost to the library.

**Roof:** He has two quotes for repairing the roof, which will go on the CIP proposal for future budgeting, to be completed perhaps in 2020. The plan would be to have carpeting re-done in 2017, exterior painting in 2018/19 and then the roof.

K. Marcil asked if any other roofs would need to be done in town that we could offer a package deal for a lower rate. Carl said that we may be able to go in with the police station but that the fire station is mainly a rubber roof which would probably be done by a different roofing company.

**File Server:** The file server has been installed, with some difficulty due to the age of the old server, and should be good for four-five years.

### ***Unfinished Business:***

**Personnel Committee:** C. Heidenblad, S. Brikiatis and Elaine Rittenhouse interviewed two candidates for the position of Head of Technical Services (one candidate withdrew at the last minute). One candidate was chosen and reviewed by the Personnel Committee with a recommendation to hire.

**Motion:** Made by K. Marcil: The Personnel Committee unanimously agreed to recommend to the Nesmith Library Board of Trustees, to allow the Library Director, Carl Heidenblad, to offer the position of Head of Technical Services to Ms. Nancy Vigezzi at a rate of Grade 17, Step 2 with accrued time to begin at the 6 to 10 years of service level, which is 18 days per year, with a start date of as soon as possible. T. Picciano seconded. **Vote: 6-0 in favor**

**Publicity Committee:** C. Robertson-Souter reviewed recent committee meetings where the monthly "spotlight" article was discussed. The Windham Independent agreed to run the piece each month, when space allows. The first piece will be sent out at the end of June/beginning of July. It will also run in the July 1 newsletter.

### ***New Business:***

**3-D printer:** C. Robertson-Souter, M. Stith and P. Barstow discussed the 3-D printer that they had been intro-

duced to at the NHLTA conference. The printer is a high-end version, at a cost of \$12,000, but comes with educational support including curriculum guides etc. Discussion held as to the usefulness of a printer such as this to the town and various groups. The High School currently has a printer but it is only available to certain classes. Other libraries also have printers available. M. Branoff suggested there could be a grant available to purchase a printer.

**FLOW/Strawberry Festival request:** M. Stith suggested that, as FLOW is having a difficult time finding volunteers for the yearly festival and the current head of the strawberry shortcake committee is planning to retire from the position, the trustees could step up and run the shortcake piece of the festival in future. Discussion held as to what this would entail and if this would be an ongoing commitment.

**Motion:** Made by M. Stith: That the Nesmith Library Trustees coordinate the strawberry shortcake table for the Strawberry Festival that benefits Nesmith Library for a minimum of two years. T. Picciano seconded.

**Vote: 5-0 in favor with M. Branoff abstaining.**

**Community Survey:** Discussion held as to the benefit of running a community-wide survey to ascertain ways to continue to service the needs of the town. P. Barstow suggested following the recommendations of a speaker at the NHLTA conference to ask residents what they like best about the town and why so that we can see what is valued and respected. C. Robertson-Souter spoke with Jerome Rekhart, who had previously offered to help the school board with a survey, and will follow up with him. T. Picciano mentioned that Community Development has recently done a survey although it may have gone to a limited list since none of the board had seen the survey. Tara will ask Laura Scott for information on the survey and what the results were.

P. Barstow mentioned a new shared Google drive folder with information on it that she has found useful - including notes from the recent NHLTA conference.

**Motion:** Made by T. Picciano to extend the meeting time to finish the meeting agenda. K. Marcil Seconded. **Vote: 6-0 in favor**

### **Recurring Business:**

**Strategic Plan:** Board and staff read through the library's strategic plan making updates as per that document.

### **Announcements:**

The NH Dept of Justice Annual Seminar for Library Trustees will be held Wednesday, June 15, from 830-1130 a.m. at the Holiday Inn in Concord.

The NHLTA New Trustees Orientation will be held Saturday, June 18, from 10 a.m. - 1 p.m. at the Hooksett Public Library.

The next scheduled Trustees' meeting will be held Tuesday, August 9, at 7 p.m.

### **Adjournment:**

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Cathy Robertson-Souter  
Recording Secretary

FIRST DRAFT 7.21.16