



Nesmith Library Board of Trustees
Tuesday, January 9, 2018
FINAL - Minutes

Present: Trustees: Tara Picciano (Acting Chair), Mark Branoff (Treasurer), Michelle Stith (Corresponding Secretary), Cathy Robertson-Souter (Recording Secretary), Neelima Gogumalla

Director: Carl Heidenblad

Assistant Directors: Sylvie Brikiatis, Diane Mayr

Arrived after start of meeting: Karen Marcil (Assistant Treasurer)

General public: Scott Pare, FLOW Vice President; Karen Moltenbrey, Windham resident; John Keating, Windham resident

Call to Order: The meeting was called to order at 7:03 pm. by Tara Picciano.

- Mission Statement: read by T. Picciano
- Minutes: the minutes from the November meeting were tabled to the next meeting
- Gifts: A donation from Tom and Patricia Barstow in the amount of \$250 to the Named Fund in honor of Ann Barstow.
 - **Action Item:** M. Stith will send a thank you and tax receipt from the Board

Motion made: By M. Branoff to accept the gift. T. Picciano Second.

Vote: 6-0 in favor

- Correspondence: No correspondence was received

Reports:

- ***FLOW:*** Scott Pare, vice president and co-chair of the Strawberry Festival reported that the committee has had five meetings looking at the raising attendance at the annual festival by bringing in events to draw more teens and pre-teens. They are open to ideas and are looking for more volunteers to assist.
 - The Strawberry Festival will be held June 2nd.
 - The annual FLOW Scholarship application will be available soon with four scholarships offered this year rather than three.
- ***Treasurer's Report:*** The library finished 2017 under budget, returning \$85,898.56 to the town's general fund. The library spent 92.32% of the allocated budget.
 - ***The library remains in compliance with RSA 32:7.***
- ***Director's Report:***
 - Library usage shows an increase over last year but that is due, in some part, to the automatic renewal program. There has been an increase but not as large as the numbers show.
 - Roofing: David Sullivan has requested an updated quote for the roof repair in order to get a current request to be placed on the March ballot.
 - C. Heidenblad would like the Board to approve trimming of trees along the library access road in order that the library would once again be visible from Route 111.

- Discussion held regarding tree removal/trimming. C. Heidenblad mentioned that there was a proposal at one point for beautification plan that would remove trees etc. back to an old farmer's wall. It is unclear who would pay for this work to be done.
 - **Action item:** T. Picciano will contact Peter Griffin to see if he has information on this former plan and the tree trimming will be discussed at a future meeting.
 - Technology - new computers have arrived and are being installed in all public access locations and most staff positions. The computer will use Windows-10, Office 2016.
- **Publicity Committee:**
 - C. Robertson Souter requested that the committee set a meeting to discuss ongoing PR.
 - Agenda for next meeting will include an official "opening event" for the outside area and the new display area and the library logo.
 - **Action item:** Meeting set for Monday, January 22, at 1:30

New Business:

Library emergency procedures:

- A discussion held regarding current and proposed fire/emergency procedures at the library.
- The library currently has had training for "shelter in place" situations.
- Questions raised: Would the Police and Fire Departments help to design emergency protocol? Is it the responsibility of the staff to ensure that everyone has left the building? Should we have a separate protocol for children's activities where parents are on-site but not in the same room?
 - **Action item:** T. Picciano will contact the Fire Department to discuss

Director's Annual Evaluation:

- The trustees are responsible for the director's annual evaluation.
- C. Heidenblad will forward his self-evaluation.
 - **Action item:** Trustees must fill out an evaluation report to be discussed at future meeting
 - **Action item:** Meeting set for Tuesday, January 23, at 7 p.m. to finalize evaluation

Goal Setting:

- Discussion re changing the annual strategic plan update to earlier in the year to coincide with Town Report.
- Decision made not to change the timing as the June timeline for the strategic report allows any new board members elected in March to participate more fully

Motion made: By C. Robertson Souter to extend the meeting to 8:45 p.m. K. Marcil Second.

Vote: 6-0 in favor

Replacement for outgoing trustee:

- John Keating and Karen Moltenbrey each spoke about their past experiences and reasons for wishing to take on the one-month board position. T. Picciano read a letter to the board from Jaime Slocum, Windham resident, who could not be present at the meeting.
- Discussion regarding how to register to run for the position in March. There will be two, 3-year board positions open and one, 1-year position.

Library Logo:

- C. Robertson Souter explained that the current logo was designed by town resident, artist Stephen Lawlor-Jones when the library was first built. The logo was updated by an outside donor when it

was digitized. At that time C. Robertson-Souter spoke with the artist who explained that he gave the logo to the library, free of any ties, and that we could do with it as we wished. He requested that, if changes were made to it, his signature be removed from the design.

- Discussion held whether the library should return to using the original design, with the artist's signature.
 - The design was originally created for the library weather vane
 - The concern was that the original was not digital. However, this could be easily taken care of for little to no cost.
- Suggestions made as to moving away from this design as the library logo and instead creating a new logo.
 - A student contest to create a new logo could be held
- Decision made to table the conversation until the next meeting. The publicity committee will discuss at their meeting and come up with plans for creating a new logo

Motion made: By N. Gogumalla to go into non public. M. Stith Second.

Vote: 6-0 in favor

Roll call taken:

- M. Branoff - yes**
- K. Marcil - yes**
- M. Stith - yes**
- T. Picciano - yes**
- N. Gogumalla - yes**
- C. Robertson-Souter - yes**

Non-Public:

- Discussion held regarding the selection of a replacement trustee to present to the Board of Selectmen
- C Robertson Souter questioned the need for selecting someone since it will be for one meeting and suggested it may discourage the other two candidates from running in March, thereby denying the voting public a full opportunity to choose

Motion made: By C. Robertson-Souter that the Board of Trustees no make a recommend any candidate to the selectmen and instead leave that seat open until the next election in March. M. Stith Second.

Vote: 5-0 in favor, T.Picciano abstained

Motion made: By N. Gogumalla to close non public and open public meeting. K. Marcil Second.

Vote: 6-0 in favor

Announcements:

- Next scheduled Trustees meeting will be held Tuesday, February 13, 2018 at 7 p.m.

Meeting adjourned at 9:04p.m.

Respectfully submitted,
Cathy Robertson-Souter

Minutes approved - 3/20/18