



*Nesmith Library Board of Trustees*

**Tuesday October 13, 2020  
FINAL Meeting Minutes**



**Present:**

**Trustees:** Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Catherine Robertson Souter (Recording Secretary), Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary)\*, Jaime Slocum (Member-at-large)

**Director:** Sylvie Brikiatis

**Assistant Director:** Nancy Vigezzi

*\*arrived after start of meeting\**

**Call to Order:** The meeting was called to order at 6:08 pm

**Mission statement:** read by M. Stith

**Approve August Minutes:**

**Motion made** by K. Moltenbrey to approve meeting minutes for September as amended. Seconded by A. Chang. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), J. Slocum (yes), M. Branoff (yes), M. Stith (yes); **Approved 6-0**

**Gifts:**

- \$150 was received from Windham Actors Guild to purchase books for all ages on theatre, directing, acting and fiction. The books have already been ordered and WAG has given us the check. A donation thank you letter was sent.

**Motion made** by M. Branoff to accept the gift of \$150 from WAG. Seconded by A. Chang. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), J. Slocum (yes), M. Branoff (yes), M. Stith (yes); **Approved 6-0**

**Correspondence:**

- There was no correspondence

**Reports:**

**Director's report:**

- Last phase of LED light installation was begun this week.
- FLOW is looking into a lift system that will bring books upstairs. Working with fire department to make sure it will be up to code.
- Marilyn Borgendale, the GMILCS system librarian, is planning to retire by end of calendar year. We are looking to hire someone. Process is well underway.

- Nesmith's Cathy Duve is planning to retire soon. She has given us notice. Her end date is flexible. This means we are down by four people which brings us back to the need to hire someone sooner than later.
- We had personnel development money left over and we took advantage of it this year for two staff members to attend a (discounted) virtual computer and Computers in Libraries.

**\*\*T. Picciano joined the meeting at 6:20 p.m.**

- Budget packet: David Sullivan updated the budget with insurance and COLA numbers. There may be a few more tweaks. Our budget is up 1.3% over last year. The rest of the town overall is 6-7% up and they are looking to get it down to 4%. We are already way below the average.
  - We may not need to meet with David Sullivan before bringing the budget to the Board of Selectmen.
- Holiday schedule for 2021: The only difference is that New Year's Day 2022 is a Saturday so the holiday will land on Friday, December 31, which means that 2021 will show two New Year's holidays. D. Sullivan was consulted and he said this will be the same for the town departments.

**Motion made:** by T. Picciano to approve holiday schedule. Seconded by A. Chang. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), J. Slocum (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes); **Approved 7-0**

- A staff meeting was held to ascertain comfort levels with all staff on current situation. Everyone feels comfortable with how things are going. The only concerns are the demand for study rooms which will always be an issue, and pm browsing windows. We are discussing expanding browsing hours as the school year goes on.

#### ***Treasurer's Report:***

- 75% of year has passed and the library has spent 70.22% of appropriation.
- The library remains in compliance with RSA 32:7.

Discussion: We will be turning payroll expenses back to the town. We have two open positions we have decided not to fill. The end budget will be tighter as we plan to pre-pay some of next year's expenses.

Discussion: An ad for a new position should be posted in early November.

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

#### ***Announcements:***

- The next trustee meeting is November 10, 2020, at 6 p.m.

***Meeting adjourned 6:35 p.m.***

Respectfully submitted,

Catherine Robertson Souter  
Final minutes approved November 10, 2020