



*Nesmith  
Library Board  
of Trustees*



**Tuesday November 10, 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)

**Director:** Sylvie Brikiatis

**Assistant Director:** Nancy Vigezzi

**FLOW President:** Michelle Tieman

**Windham Energy Committee representatives:** Patrick Manzo, Mark Kovacs

**Absent:** Jaime Slocum (Member-at-large)

**Call to Order:** The meeting was called to order at 6:04 pm

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

***\*Decision made to move speakers ahead in meeting agenda.\****

***FLOW Report:***

- Given by Michelle Tieman, newly elected president of FLOW.
- FLOW is looking for new revenue streams to replace lost income from Strawberry Festival.
  - Possibilities include:
    - Increasing the craft workshops
    - Increasing membership with a goal to have 100 members by the end of the fiscal year. Membership is currently at 64.
    - Offering a virtual book fair with books already donated posted for sale on the FLOW website.
    - Offering take home crafts including a take home Build A Buddy event
    - Offering more craft pick-up projects before the December break.
- FLOW also has had to do a 501c3 status update this year.

- FLOW is working to create a formal budget, which hasn't been done in three years.
- To avoid issues with future transitions to new boards, each current board member is coming up with their position's own "best practices" to be able to share forward as the board changes in future.
- Discussion: A. Chang asked if there has been any determination about a donation of \$4,000 from the Windham Mom's Alliance for the outdoor story garden as far as what are the plans for using the money. M. Tieman said that FLOW is in the preliminary phase on gathering ideas. The Windham Mom's Alliance would like to be a part of the project when it is decided. Mostly the ideas discussed have been clean up and repair and supplies to be used in outdoor story times.
- The Board welcomed M. Tieman to her new position and thanked her for her volunteer efforts and time put in to make it a success.

**\*M. Tieman exited the meeting:\***

***Solar presentation:***

- S. Brikiatis explained that the members of the Energy Committee presented the attached plan to the Board of Selectmen who are looking for the trustees to give approval to having the system installed at Nesmith provided the contracts are approved by the town.
- P. Manzo presented the proposal for the installation of a solar panel system on the library building. (Attached)
- C. Robertson Souter asked about the potential for us not seeing the return as outlined. • P. Manzo explained that these systems are pretty reliable. The most likely concern would be in replacing the inverter and we have included the cost of replacing that. We have insurance for first 10 years and we may want to look at insurance beyond that to cover any potential issues.
  - M. Kovaks explained that the panels are warranted by the manufacturer for 20 years against faults in workmanship and also for 25 years that the degradation of performance should not exceed .5% per year. These savings are based on our estimates of energy costs in next 25 years which are conservative. If prices go up more than that we will save more than this. Eversource has applied for 24% rate increase for 2021. This year the rate has gone down for electricity because of the pandemic- but it will go back up sooner. We calculated the savings at the lower cost.
- M. Stith asked there is a warranty on installation.
  - P. Manzo explained that there is a 10-year guarantee on the system and on potential for leaks in roof.
- M. Stith asked if there are any grants to cover the cost of this.
  - P. Manzo explained that there are not any that we know of.
  - M. Kovaks explained that NH has been focusing grant money more on wood burning options
- A. Chang asked if there is potential for trees to block the sun around the property. • P. Manzo explained that there is currently very little shading and the trees in the area are set back and mostly fully mature.

- A. Chang asked if, since this vendor also bid on the project last year, are there any changes in the terms that they are offering?
  - P. Manzo shared a cost comparison between this year's proposal and last showing that the system they are proposing this year is larger than what they proposed last year. Cost is therefore lower. Overall savings go from \$56,075 to \$129,482 or \$2243 to \$5179 per year.
- C. Robertson Souter asked if there a plan in place to track the savings over time? • P. Manzo said that we are tracking costs of the library, police and fire now and we will probably continue to do this.
  - M. Kovaks explained that the energy committee has been monitoring and has software coming provided by the Department of Energy that will allows us to track the energy bills from each building in town. This should be operational in the new year.
- M. Branoff asked where will inverters be installed. We have two electric panel rooms. • P. Manzo explained that they can go inside the electric room or safely hung outside and it will not affect the life of the equipment.

**Motion made** by C. Robertson Souter to approve installation of a solar panel system as present ed if contracts are approved by the town. Seconded by K. Moltenbrey. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes); **Approved 6-0**

*\*Patrick Manzo, Mark Kovacs exited meeting\**

***Approve October Minutes:***

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

***Gifts:***

There were no gifts

***Correspondence:***

- There was no correspondence

**Reports:**

***Director's report:***

- Statistics are holding steady. We are doing about 66% of last year in circulation and traffic which is pretty good since the building is only open about 3 hours a day.
- Digital lending is still going strong.
- Building maintenance:
  - LED lighting conversion is ongoing and should be finalized shortly.
  - In process of getting a quote to repair a leak in HVAC pump system and to rebuild the system.

- This part was not upgraded on HVAC system when that work was done recently.
  - These pumps breakdown on regular basis and the engineer recommended we look into spending a little more to upgrade them so we have less potential to continue to break down and flood the mechanical room.
  - There is no alarm in mechanicals room - it does drain out back door so it is not in danger of damage in the building. Boilers are higher up also.
- Personnel:
    - We received 10 applications for the open position.
      - We have scheduled interviews with two of the strongest applicants.
      - Plan is to have a candidate by December meeting or sooner.
    - Kevin French has been promoted to Systems Manager and will start on November 23 with a full transition on January 1.
    - Marilyn Borgendale will retire at the end of the year.
    - We plan to start interviewing for a new systems librarian in December.
  - Services:
    - Looking at the metrics to determine if we need to pull back on public services. • Tracking cases in NH and in town and the percent of positive rates out of 100,000. • In relation to our population, the rate is very high, the highest in the state right now. That is alarming.
      - Right now it is 289 per 100k in Windham. It was 189 a few weeks ago so it is rapidly rising.
      - If it tops 500 we should look at how we respond.
      - These are not clusters according to the Fire Department, just general community spread which is more alarming.
    - It is probably imminent that we will go back in levels to curbside and having more staff work remotely.
    - Town hall is currently only allowing 3 people in the building at a time and they are segregated from staff. Fire and police may close their lobbies again.
    - Curbside pick up has been popular and it may be something we continue longterm. • Storytime will probably not continue once the weather is more difficult. But there are some plans for outdoor events - a nature walk or something to enjoy a snowfall. • Budget report:
      - There were a few small tweaks including an increased buffer for electricity if we use the new solar program as it will cost more in first years.
      - The personnel budget has also been adjusted for new hires and for the empty Children's Librarian position through April 1.
      - This brings us closer to flat for the year, so a .76% increase over last year.
      - COLA is assumed at 2.5% increase.
      - This should be the final version that will be presented to Select-board in December. • There will be increases next year, with GMILCs fees and other areas like office supplies and equipment maintenance and salaries.

**Motion made:** by T. Picciano to approve budget as presented. Seconded by A. Chang. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes); **Approved 6-0**

***Treasurer's Report:***

- 83.33% of year has passed and the library has spent 78.74% of appropriation.
- The library remains in compliance with RSA 32:7.

Discussion: S. Brikiatis did a projection this week. We will be substantially under budget this year. The majority of that is in personnel. On operating side we will be 1.5% under budget.

***New Business:***

***Review of Face Covering Policy:***

- C Robertson Souter asked if the board should consider adding more specific language to its mask policy after seeing issues at the recent elections regarding a disagreement on how masks are required to be worn.
- S. Brikiatis explained that we have not seen any issues or complaints except one person who then left the building.
  - We have used the town's policy which merely requires a mask inside public buildings but does not have more descriptive language.
  - We could add something to the Pandemic policy.
  - Suggested text:
    - In a new section labeled "Public"
      - "Public over the age of 4 years old may not enter library building without face covering that covers both mouth and nose. Accommodations may be made as needed per ADA requirements."

**Motion made:** by K. Moltenbrey to accept Pandemic policy amendment. Seconded by T. Picciano. Roll call vote taken: C. Robertson Souter (yes), A. Chang (yes), K. Moltenbrey (yes), M. Branoff (yes), M. Stith (yes), T. Picciano (yes); **Approved 6-0**

***Announcements:***

- The next trustee meeting is December 8, 2020, at 6 p.m.

***Meeting adjourned 7:46 p.m.***

Respectfully submitted,

Catherine Robertson Souter  
Final minutes approved December 8, 2020