Nesmith Library Board of Trustees  
Tuesday November 12, 2019  
DRAFT Meeting Minutes

Present Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary), Beth Talbott (Member At Large)

Director: Sylvie Brikiatis  
Assistant Director: Nancy Vegezzi  
Staff Member: Molly Pevna, Youth Services Librarian

Absent: Catherine Robertson Souter (Recording Secretary), Tara Picciano (Corresponding Secretary) – arrived at 7:20 PM

Call to Order: The meeting was called to order at 7:04 PM

Mission Statement: read by M. Stith

Approve minutes of the OCTOBER meeting:  
Motion made to approve the October 8 meeting minutes made by K. Moltenbrey, seconded by A. Chang. Vote: 4-0, 1 abstention (B. Talbott)

No new gifts and no correspondence.

Reports: F.L.O.W. Report: M. Stith reported:

• Strawberry Festival Kick Off meeting Thursday 11/14 at the Fire Station. M. Stith will attend. Other trustees are also welcome to attend.
• Holiday Crafts are December 2-12.
Staff Report: Molly Pevna, Youth Services Librarian

- Storytime is now down to 2 days but has a steady attendance of 3-5-year olds
- Ages 7-11 Hogwarts has been a success with STEAM Activities, Molly and Azra switch off on this
- Teen Programming – TAG group as restarted and they are placing book reviews on the library website.
- Molly has been reaching out to the High School and Middle School librarians

Director’s Report:

- E-Book Lending – discussed how libraries are dealing with the new restrictions on E-Book purchases.
- Programs and Attendance are up
- LED Conversion – this is 80% complete and an invoice for what has been completed will be coming. Should be about $1500 more when all of the work is completed. Still waiting on time to attend Rotary Club meeting for possible grant.
- All job descriptions have been updated and will be reviewed annually. Using Guardian Tracking to keep track of what is happening via this. Motion to approve job descriptions made by T. Picciano, seconded by K. Moltenbrey. Vote 6-0 in favor

- Budget: Director met with D. Sullivan and is waiting on final cost of living numbers to finalize the budget. Director does not see a need to have Trustees meet with D. Sullivan or the BOS at this time. M. Branoff would like to see a Trustee meet with Director and D. Sullivan on the budget.
- Lost or damaged items: A patron is now charged the retail cost of the item plus a processing fee. Director would like to remove the processing fee. Motion to approve the removal of the processing fee made by A. Chang, seconded by M. Branoff. Vote 6-0 in favor

Treasurer’s Report: 78.86% of the budget has been expended to date. The budget is in good shape.

New Business:
Old Business:

Publicity Committee Update:
• K. Moltenbrey: Due to the holidays being right around the corner, the survey will be moved until early January. The committee will decide on a good time and bring that information back to the board.

Personnel Committee Update:
• T. Picciano presented some options for the plaque for Carl to the board. The board discussed the choices and decided on the burnished wood, should be under $200.

Motion to extend the meeting: 5 in favor, 1 opposed (B. Talbott)

Motion to go into Non-public 8:30 PM made by T. Picciano seconded by K. Moltenbrey. Board was polled and all were in favor.

Board returned to public session at 9:16 PM and the meeting was adjourned at 9:18 PM.

Minutes kept by: Beth Talbott

FINAL minutes approved 1/14/2020