



Nesmith Library Board of Trustees

TUESDAY, December 10, 2019
DRAFT 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)

Absent: Beth Talbott (Member-at-large)

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Staff members: Mike Miloro, library associate

Absent:

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

Mission statement: read by M. Stith

Approve minutes of the NOVEMBER meeting: Decision made to defer approval of November meeting minutes to January meeting

Accept new gifts:

- The library was awarded \$1500 from the Greater Salem Rotary Club for the LED lighting project. This money will go back into the donation fund. S. Brikiatis was invited to come to a breakfast meeting to accept the donation.
- The library received a \$40 donation from a Texas man who came to town to find his family's ancestral home. Library staff helped him find the home (on North Lowell Road). He was pleased with the help and made a donation of \$40 in cash.

Motion made: by M. Branoff to accept the donation of \$40 from an anonymous patron. Seconded by T. Picciano. Vote: 6-0 in favor.

Review correspondence:

- A letter was received by the trustees from M. Miloro. Read into the record by M. Stith. Dated November 19, the letter requested a position as a full-time Children's Librarian Lead. He has been working at Nesmith for 33 years since he was a high school student. (Letter attached.)
- C. Robertson-Souter offered a commendation of M. Miloro as he was her daughter's fifth grade teacher.

Reports:

F.L.O.W. Report:

- M. Stith reported:
 - Holiday crafts are going well. The events are well-attended.
 - A. Chang attended one or two and he and his son enjoyed them
 - FLOW volunteers should also be commended

Staff Report:

- Report given by Chelsea Paige, Social Media/Emerging Technology Librarian
 - This is a new position that is evolving
 - We are figuring out what the position entails -it is project based and will change over time
 - One portion is running social media and doing press releases following programs
 - Another is updating websites- maybe overhauling the look of the site
 - From the patron side, will be answering tech questions and providing research librarian services
 - Online registration and working with linked data that GMILCS consortium is making available.
 - Will be managing databases, renewals and keeping statistics on what is working and promoting them
 - Doing more tech support as back up for Nancy Vigezzi, hoping to be that person who can jump in if a computer goes down
 - Wowbury newsletter - has customized it for the library, adding staff reviews, and more personalized content
 - People can customize their own newsletter for the genres they prefer
 - Also doing a Mailchimp overhaul
 - Websites we have are about what we do and not about "why" and we should have why
 - User experience is a big area of interest and that will play a lot into redesigning things like the website - emphasize why doing it and what we are trying to do.
 - Works 9-5 most days and Tuesday works 12-8
 - Would like to have greater communication with FLOW to coordinate better with programming
- A. Chang - talked about a positive experience working with Chelsea to get photos of the craft days so he could market them to the Mom's group
- M. Branoff asked about contact with state libraries
 - She has made contact with the State Librarian
 - She is also working with GMILCS to help select books for the consortium

Director's Report:

- This month - some metrics are up and some are down, mostly the numbers are stabilizing.

- Added e-audiobooks to the lending statistics. We circulate far more audio books digitally than e-books. This year the number is up nearly 300.
 - This is why we added Hoopla, which is a strong outlet for ebooks
- Sunday visits are up, attendance for programs are up, there are more people in the building overall
 - There were also 41 programs this year in November and only 8 last year
- Property maintenance - one of the control boards for the two boilers failed. We have had it fixed. It cost about \$800. The board is about 4 years old. We had money in the property maintenance fund to cover it. It would have been a problem if we had a colder night - but we also have two boilers to offset each other
- Personnel - Windham Town appreciation luncheon is set for next Thursday, December 19 from 11-1:15. We have a program here running till just after 11. Request to close from 11:30 to 1:30 to attend town employee appreciation lunch. Typically we do close for everyone to attend the luncheon.

Motion made: to close from 11:30 a.m. -1:30 p.m. on December 19 so library employees can attend the town employee appreciation party made by T. Picciano, seconded by K. Moltenbrey. Vote: 6-0 in favor.

- Budget - presented last night at town workshop. There were several questions but nothing major, just clarifications requested.

Motion made: to approve the 2020 expense budget of \$1,292,345.00 by M. Branoff. Seconded by C. Robertson-Souter. Vote: 6-0 in favor.

- K. Moltenbrey - commended S. Brikiatis for handling the presentation of the library budget to the selectmen.
- M. Branoff - asked what were the questions. Discussions were held during the meeting about the budget increases, staffing changes, and GMILCS dues.
 - Our operating budget is down for next year.
 - COLA had been set already at 3%.

Treasurer's Report:

- 91.67% of year has passed and we have spent 86.11% of the appropriation.
 - The library remains in compliance with RSA 32:7
- We will be under budget for the year.
 - T. Picciano asked, regarding overage in property maintenance, if there are things we could do preventively? S. Brikiatis said that she is not seeing anything we could do right away. Seal coating the parking lot, for instance, would need more time in advance notice.
 - T. Picciano asked if we could prepay for the seal coating? S. Brikiatis will discuss with Dave Sullivan if it is possible to schedule in the spring and encumber the money now. We could try to do it in late April and close for a weekend.

- A. Chang asked if we have plans for the Story Garden? The Mom's Club has some money for the project set aside.
- S Brikiatis - Some of the benches already need to be replaced. Not safe.
 - T. Picciano, we may need to apply tick preventative, something less toxic. There were ticks on band members who played our outdoor event in 2018
 - S. Brikiatis will look at having the town treat for the outside area.
- T.Picciano - asked about tables for the craft areas. S. Brikiatis talked about adjustable height tables to replace heavier round tables in the main children's area.
- A. Chang - suggested getting stools for bathrooms for toddlers to use to wash hands.
- S. Brikiatis reported that several people had been vaping in the bathrooms. They were informed that it was not allowed in the building.

Non Public Session:

Motion made: To go into non public session made by T. Picciano citing reason Section A-RSA 91-A: 3-11

Seconded by K. Moltenbrey

Roll call held by T. Picciano: Tara Picciano (yes), Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Mark Branoff (yes)

****Entering into nonpublic session at 8:22 p.m.***

8:55 pm:

Motion made: to go out of nonpublic and return to public session by K. Moltenbrey.
Seconded by M. Branoff.

Roll call: Alberto Chang (yes), Michelle Stith (yes), Catherine Robertson Souter (yes), Karen Moltenbrey (yes), Mark Branoff (yes), T. Picciano (yes)

Announcement:

- Discussion held in nonpublic regarding personnel structure as proposed by SBrikiatis.
- Decision made to approve proposal.
- Vote held to seal minutes indefinitely

New Business:

Strategic Plan update: Trustees should start looking it for updating

Old Business:

Publicity Committee update: the advocacy project is on hold until after the new year

Personnel Committee meeting update:

- The Guardian Tracker has been implemented, a way for staff to leave positive feedback for one another. S. Brikiatis asked that it not be used by staff to provide feedback on her performance as it would not be appropriate location.
- The performance review document should be filled out by trustees after receiving the self-evaluation from S. Brikiatis.
- Other issues were handled in non-public session.

Announcements:

- Next Trustee meeting is January 14, 2020 at 7:00pm at Nesmith Library

Meeting adjourned at 10:21 p.m.

Respectfully submitted,
Catherine Robertson Souter

Final minutes approved January 14, 2020