



Nesmith Library Board of Trustees
Friday, December 21, 2018
Special Meeting Minutes

Present

Trustees: Tara Picciano (Chair), Michelle Stith (Vice Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer) (-Via Telephone), Catherine Robertson Souter (Recording Secretary), Karen Moltenbrey (Corresponding Secretary), Neelima Gogumalla (Member at Large)

Call to Order: The meeting was called to order at 12:07 p.m.

Motion made: To go into non public made by N. Gogumalla citing reason Section A-RSA 91-A: 3-11

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

***Entering into nonpublic session at 12:09 p.m.**

Discussion held regarding interim director position.

The personnel committee met and discussed a recommended plan to offer the interim position to Sylvie Brikiatis who is currently assistant co-director.

Discussion held regarding pay grade with a recommendation to have the interim director position paid a starting wage of what we are considering as the new director pay grade, Grade 24, Step 1, which would be approximately \$77,000 in 2019. This is approximately a \$5 increase from S. Brikiatis' current salary. This salary is already provided for in the 2019 budget.

Motion made: To offer S. Brikiatis the position of interim director at a salary set at Grade 24, Step 1 by K. Moltenbrey. Second by C. Robertson-Souter. Vote: 7-0 in favor

The town HR Department provided a letter of agreement for S. Brikiatis, offering her the position with an understanding that the post will be only until a new director begins. Discussion held regarding the wording in the document as it offers the position from the Town of Windham, rather than from the Nesmith Library.

D. Sullivan was contacted to clarify wording and how the position should be described.

Discussion held to adjust letter to include direct reference to the Library.

Timeline: The personnel committee outlined a proposed timeline for interviewing and hiring a new director.

The application deadline was December 21

Confirmations of receipt of resumes will go out the week of December 22

Reviewing applications with search committee by January 10

Candidates will be contacted for interview times on January 14

All six will be interviewed since there were so few applicants

Interviews will be held January 22, 23, 24, 25, 28 and 29th

Meet as search/interview committee and call preferences on January 31
Early February - bring two candidates for second interview and meet/greet with staff

Motion made: to approve timeline by N. Gogumalla. K. Moltenbrey seconded. Vote 7-0 in favor.

Discussion held that search committee should include additional people beyond library trustees. Suggestions made to include a staff person (Diane Mayr) as well as a town representative (Peter Griffin). Katy Smith was suggested to be contacted as a backup person to either of these two. Suggestion made to contact a parent representative (A. Chang said he would reach out to some parents).

Motion made: to invite D. Mayr, P. Griffin, K. Smith and a parent to be named *aft* a later time to act as members of the search committee by C. Robertson-Souter. Seconded by M. Stith.

*A formal letter should be written with the timeline as this is a time-intensive commitment.

Vote 7-0 in favor.

Motion made: to exit non public and return to public session by N. Gogumalla at 1:11 p.m. Seconded by M. Stith.

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

A decision was made regarding appointing an interim director and making an offer. A decision was made on the internal process for the search for a new director and members to be approached for a search committee.

Meeting adjourned at 1:12 p.m.

Respectfully submitted,
Catherine Robertson Souter

DRAFT, 12/27/18