



*Nesmith Library Board of Trustees*

**Tuesday December 8, 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)

\*Attended virtually

***Director:*** Sylvie Brikiatis

***Assistant Director:*** Nancy Vigezzi

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

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

***Approve November Minutes:***

- A. Chang asked that we update the name to Windham Mom's Alliance in the minutes.

**Motion made** by T. Picciano to approve meeting minutes for November as amended. 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), J. Slocum (abstained) **Approved 6-0-1**

***Gifts:***

- We received a \$100, unrestricted donation from Ruth Baker in memory of her husband Hayden with a thank you note for all we have done for their family and telling our staff what a big part of their family the library has been.
  - S. Brikiatis will send a thank you note.

**Motion made** by J. Slocum to accept the unrestricted gift of \$100 from Ruth Baker in memory of her husband, Hayden.. 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), J. Slocum (yes) - **Approved 7-0**

***Correspondence:***

- There was no correspondence.

### **Reports:**

#### ***Flow report:***

- FLOW is doing a lot of online activities and silent raffles.

#### ***Director's report:***

- Statistics:
  - Library usage is on the same track as it has been with digital lending up from last year and circulation at about 60% of last year.
- HVAC update:
  - They have pulled out the old pump and are rebuilding it.
  - We will plan to encumber the money if the payment will come due next year.
- Lighting:
  - Electricians are coming to fix the lights which are dim on the outside walkway. Also looking to have lighting put up on the building to light up the walkway.
- Post holiday closing:
  - We were open on the Saturday after Thanksgiving but we were very quiet. Christmas is on Friday, would we be open to closing on Saturday to allow for a four-day weekend? We don't predict much traffic.
  - Discussion re: this plan. As long as public has enough notice, the response was positive.

**Motion made** by T. Picciano to close the library on Saturday, December 26. 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), J. Slocum (yes) **Approved 7-0**

- Chrome books for people to use outside:
  - We have several that can be loaned out.
  - We also have an older laptop that we will provide for use. That way if someone needs it, we could also print something out for them.
  - No one had taken us up on using them previously but we do have them as an option.
  - These would be set for a two-hour limit.
- Patron reaction to closing:
  - We were able to talk to the regulars to make them aware of the closing and the majority are understanding and happy that we still plan to do curbside loaning.
    - Only one gentleman who uses the computer was upset about returning to curbside.
    - Another woman said she would instead buy her books. We pointed out that curbside loaning would still be easier than Amazon Prime.
- Mystery bags are a huge hit.

- Starting this week, we are going to opposite shifts as much as possible to avoid having to close down the library completely. Full-time staff will work from home when feasible.
- Hoopla checkouts:
  - Discussion re increasing checkouts again from four to six on January 1st.
  - General consensus was that this would be a good idea.
- Budget update:
  - The presentation went smoothly with no questions or concerns.
  - There was some question about why we have three open positions. This was explained.

***Treasurer's Report:***

- 91.667% of year has passed and the library has spent 85.27% of appropriation.
- The library remains in compliance with RSA 32:7.
- Expense projection for remainder of 2020:
  - We will have between \$66,000 and \$62,000 left over mainly because of open positions and we were not open certain days.
  - On the operating budget side, we will have about \$13,000 left, which leaves us about 5% under budget.
    - This is mostly in materials.
      - We had about 3 months when publishers had stopped releasing any materials.
      - Some of that money was used to purchase electronic resources.
  - On property maintenance, we will have about \$3,000 left.

***Personnel:***

**Motion made** by A. Chang to go into nonpublic session according to RSA 91-A:3. 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), J. Slocum (yes) **Approved 7-0**

**Motion made** by A. Chang to leave non public. 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), J. Slocum (yes) **Approved 7-0**

**Announcement:** Decision made in nonpublic session to hire Kathleen Roche as part-time library assistant.

**New Business:**

- Discussion held to thank the library staff for their work this year during this very difficult time.
  - 16 people on staff: could we do some thing for them?
    - Food and parties are difficult at this time.
  - Decision made to hold off and attempt to do something in the summer.

- Discussion held re: also closing the day after New Year's, January 2nd, which is also a Saturday.
  - It may not be very busy.

**Motion made** to close on January 2, 2021, by T. Picciano. 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), J. Slocum (yes) **Approved 7-0**

- Next year will also be our 150th anniversary of the library opening.
  - We hope to do an announcement in January and some type of celebration in June.
- We have been the site of several donation drop offs and Rockingham 4-H did a pickup location here.
  - We are trying to make it as open to the community as possible.

**Announcements:**

- The next trustee meeting is January 12, 2020, at 6 p.m.

***Meeting adjourned 7:00 p.m.***

Respectfully submitted,

Catherine Robertson Souter  
FINAL minutes approved February 11, 2021