



Nesmith Library Board of Trustees
Tuesday, May 15, 2018
Minutes

Present

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

Assistant Directors: Diane Mayr, Sylvie Brikiatis

Call to Order: The meeting was called to order at 7:04 p.m. by Tara Picciano

- Mission Statement: Read by T. Picciano
- Minutes: Minutes from the April 2018 meeting were presented.
- **MOTION:** Made by N. Gogumalla to accept the meeting minutes from April 2018 as submitted. Seconded by M. Stith. **Vote:** Passed 7-0.
- Gifts: No gifts were received since the last meeting
- Correspondence: No new correspondence was presented.

ACTION ITEM: Forward concerns regarding use of library email exclusively for all library business to T. Picciano

Presentations and Reports:

FLOW:

- No FLOW representative was present.
- M. Stith presented a plan to move the library staff table to the same area as the shortcake table. (please use this link to sign up for the shortcake table!!))

ACTION ITEM: Trustees to sign up for working strawberry shortcake table using this link:
<http://www.signupgenius.com/go/10c0544a8aa2ca46-2018>

Treasurer's Report:

- Approximately 1/3 of the year has passed and 28.38% of the appropriation has been spent.
- The library remains in compliance with RSA 32:7.

Director's Report:

- S. Brikiatis presented the director's report.
- The roofing began the previous Thursday and the plan was to be completed by Friday or Monday of the following week.
- Personnel - the library is meeting with the town's HR representative to discuss the personnel manual.

- Overdue fines - discussion held regarding the elimination of most overdue fines, excluding unusual items and certain collections.
 - A donation jar may be placed on the counter for those who would prefer to donate in place of being charged a fine. This can also be used by parents to instill responsible book borrowing habits in children.
 - M. Branoff felt that there the issue needed more discussion.
 - N. Gogumalla asked if this is a source of revenue for the library. It has brought in \$3,000 to \$5,000 per year but that amount has been decreasing since the institution of automatic renewals.
 - N. Gogumalla raised a concern that eliminating late fees will change the fundamental structure of library loaning
 - D. Mayr said that staff does support not collecting fees. It is not a great chore to collect them, however.
 - S. Brikiatis explained that this policy is being proposed as a goodwill effort towards patrons who already pay for the library through taxes. In some cases, people do not return to the library because of fees, either they are embarrassed or they don't like the aggravation.
 - A. Chang asked if we have demographic data on who is most affected by late fees - children? S. Brikiatis said that this is not tracked.
- **MOTION:** Made by M. Stith to take the recommendation of the staff and eliminate all overdue fees (fines) for all materials with exceptions including non-standard library materials. Seconded by K. Moltenbrey. **Vote:** Passed 5-0 (N. Gogumalla and M. Branoff abstained)
- Library Trustee Questionnaire - form requested by town auditor's office filled out and signed by trustees.

Committee Reports:

- T. Picciano requested that each committee set a date to meet within next month even just to discuss future planning

C. Robertson-Souter requested that the board move to discussion of Old Business so that more time could be spent on discussing the NHLTA conference.

Old Business:

Shortcake table:

- Previously discussed under FLOW report.

Library logo:

- D. Mayr presented a checklist of items important to consider before hiring anyone to create a logo with items to define such as the library's vision statement, tagline or slogan, and unique story.
- Logo will be taken up again in the next publicity meeting using the checklist as a kickoff for discussion.

Library week:

- Held each April. Discussion postponed until closer to next year's library week celebration.

New Business:

NHLTA Conference update:

- C. Robertson Souter shared information regarding seminars including conversation about creating a library “brand,” which ties in with D. Mayr’s checklist discussion. It may be a longer process, she suggested, to putting together a logo that will stand the test of time. Suggestions for going forward include (past ideas) gathering stories from library users, speaking with groups and individuals throughout town, creating focus groups, setting out and publicizing a suggestion/idea box.
- The topic will be taken up again in the next publicity meeting.
- M. Stith spoke about seminars on creating a happy workplace and the role of trustees being to steer the library towards what is best for the future.
- A suggestion was made to host an 80s dance party, doing staff appreciation events.
- An Event Committee was formed to include K. Moltenbrey (chair), T. Picciano, C. Robertson-Souter (recording secretary), N. Gogumalla

*Publicity meeting/Events Committee meeting set for Wednesday, May 30, from 9-11 a.m. (Events Committee to be followed by Publicity)

Meeting adjourned at 8:31 p.m.

Respectfully submitted,
C. Robertson-Souter

FINAL – Approved 6/19/18