



Nesmith Library Board of Trustees
Tuesday, May 9, 2017
Minutes FINAL



Present: Trustees Patricia Barstow (Chair), Tara Picciano (Vice Chair), Mark Branoff (Treasurer), Karen Marcil (Assistant Treasurer), Cathy Robertson-Souter (Recording Secretary), Michelle Stith (Corresponding Secretary), Neelima Gogumalla

Director – Carl Heidenblad,
Assistant Directors – Diane Mayr, Sylvie Brikiatis

Call to Order: The meeting was called to order at 7:03 pm. by Patricia Barstow.

- Mission Statement: read by P. Barstow
- Minutes: the minutes from the April meeting were approved.
- Gifts: No gifts were received.
- Correspondence: No correspondence was received.

Reports:

Treasurer's Report:

- The December report reflected 1/3 of the year and approximately 30.03% of the appropriated budget had been spent.
- The library remains in compliance with RSA 32:7.

Director's Report:

- Due to allergic reactions reported by the staff, an air quality testing was done. Results determined no issues with air quality at this time.
 - P. Barstow asked if the cause of the staff issues has been determined. It has not.
 - P. Barstow asked if new carpeting will release harmful chemicals. The carpet chosen has the least amount of off-gassing available, C. Heidenblad explained.
- Leasing of the new copiers - new machines should be installed in June and will allow greater range of services/access
- Children's position - one interview has been done. 14 resumes received. There is also one internal person applying for the job. Not advertising further at this point.

Ongoing Business:

Story Garden Update: The Garden Club and Women's Club will present the plans to the Planning Board. The plans have been approved by the Board of Selectmen and the Fire Department have not raised any objections so far. Plan has been updated to reflect request to keep entrance to the area limited to the outside only. The gate needs to be locked and yet also accessible for fire or for emergency access.

Strawberry Festival: M. Stith explained that the Trustees are still looking for more volunteers, especially for

baking. Discussion held about various positions and assignments for Trustees.

Endowment Committee: The Windham Endowment is revising their policies, which conform to federal standards, to better align state regulations as well. Looking to Fall to begin shifting Named Funds to the Endowment. M. Branoff asked if the town lawyer will be involved. He will to the extent where it is required for the library's involvement.

IMLS Funding cuts: P. Barstow and C. Robertson-Souter both sent personal letters to be included in the NH packet being presented by the ALA in Washington. Further advocacy is requested in the form of staying aware and in collecting further stories from patrons. Discussion held about gathering stories at the Strawberry Festival through video, diary entries, etc. Discussion held about bringing legislators to the library to publicize the need for continued funding.

M. Stith will contact town intern to ask her to take video at the Festival.

P. Barstow will contact NH liaison to determine if video can be uploaded to her site.

N. Gogumalla will contact legislators to discuss a fall event that would work for them to visit the library.

Painting bids: P. Barstow opened bids prior to meeting. The bids were all over the allotted budget. However, painters pointed out that the RFP asked for more work than was necessary. C. Heidenblad explained to each that they may submit a proposal for the job as outlined AND for the job as they believed it should be done. Several did so.

The decision before the board would be to reject all bids and re-write the RFP or to accept the lowest bidder at his alternate bid amount (which is also lowest). Wording in the RFP allows the Trustees the authority to change the scope of the project and work with the lowest bidder to address changes.

Work that was done in 2009 was praised by each of the companies who toured the site. The company who did that work, Bill Johnson, also bid this time and was the lowest bidder both for the full project as defined in the RFP as well as with the alternate bid amount .

***Motion:** M. Stith motioned that we award the painting bid to Bill Johnson at his alternate quote amount of \$21,450 for the modified specifications for the painting. Second: K. Marcil VOTE: 7-0 in favor*

***Motion:** C. Robertson-Souter made a motion to continue the meeting as needed. Second: M. Stith VOTE: 6-0 in favor (T. Picciano stepped out of the room)*

New Business:

Re-design of main lobby: C. Heidenblad showed a proposed layout for the reference and main library space and walked the area with trustees to explain the proposal. Most of the area will re-use current furniture. The space will be re-worked to better display items and give more flexibility to the reference area.

Announcements:

NHLTA Conference will be held Tuesday, May 23, from 8 a.m. to 3:30 p.m.

Next scheduled Trustees meeting will be held Tuesday, June 13, 2017 at 7 p.m.

Meeting adjourned at 8:49 p.m.

Respectfully submitted,
Cathy Robertson-Souter

FINAL DRAFT 6/13/17