



Nesmith Library Board of Trustees

Tuesday, June 13, 2017

Minutes *DRAFT* (revised)



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

Guests – J’aime Slocum (Garden club, Moms’ Club), Ron Perry (Integrity Interiors)

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

Story Garden Update: Presentation given by J’aime Slocum of the Garden Club and Mom’s Club on the status of the outdoor Story Garden. Enough donation money has been collected to purchase the pergola and the fencing around the area. The pergola will be constructed by the Garden Club team and the contractor can begin to install fencing.

The Fire Department requires an 8-foot gate for access to the rear of the library in case of emergency. An alarm will also be installed if someone uses the library door to access the area (rather than using the outdoor access point). The Mom’s Club and Garden Club would like to re-address the idea of accessing the area through the library at a later date.

The two organizations will continue to raise funds for building the area and for maintenance and plan to install a “tree” with leaves identifying donors. The information on how to donate will be forwarded for the library to include on its website. Any money collected over the cost of the installation will be used for future maintenance of the area.

C. Heidenblad will check with DigSafe before any construction begins to ascertain that there is no underground piping/electrical in the area.

Motion: *M. Stith motioned that we approve the construction of the Story Garden as presented. Second: T. Picciano VOTE: 7-0 in favor*

Flooring Bids: Four bids for the flooring contract were received by the deadline. P. Barstow opened the bids prior to the meeting.

Bids as follows:

EdgePro, Massachusetts: \$37,382

Integrity Interiors, Sandown, NH: \$39,995

Messina’s Flooring, Salem, NH: 53,750

Jostes Carpet, Georgia: \$56,963

A representative from Integrity Interiors, Ron Perry, was in attendance to discuss his company's bid. The lowest and the highest bids did not completely address the project, leaving out information about the linoleum flooring required.

T. Picciano asked what are the differences in the bids. According to C. Heidenblad, the bids were different in the approaches used as far as the prep required and in the quality of the carpeting. The bids will need to be studied closer to level out the differences.

R. Perry explained that he worked with the distributor to get a good price. He showed two versions of the carpet he would use. He would not recommend doing the TacTiles since they would be difficult to cut around existing furniture and would leave gaps at the edges of the cabinets. They could also shift with the weight of the furniture being moved about. The traditional adhesive would be no VOC and low odor and would not require closing of the library. He would not recommend mixing the types of carpet tile used different areas. The carpeting would take 10-12 shifts to complete. They will work on weekends but overnight shifts would cost more. The plan would be to start in September. He has been in the business for 27 years. Vinyl has a 15 year warranty and carpeting has limited lifetime. There is also a one year labor warranty. He would recommend using the tighter carpet, called "Infinite Wisdom."

C. Heidenblad suggested that two incomplete bids be discarded and the remaining bids be studied further. Decision will need to be made July 11.

- Mission Statement: read by P. Barstow
- Minutes: the minutes from the May meeting and from the June 7 Special Meeting were approved.
- Gifts: No gifts were received.
- Correspondence: M. Stith read a letter addressed to various trustee boards from the NH AG's office regarding a trustee session on Wednesday, June 21.

Reports:

Treasurer's Report:

- The May report reflected 41.67% of the year and approximately 39.04% of the appropriated budget had been spent.
- The library remains in compliance with RSA 32:7.

Director's Report:

- Items were covered in other areas of the meeting

Ongoing Business:

Strawberry Festival Wrap-up: M. Stith reported that the Strawberry Shortcake table ran smoothly and made \$4,033. 55 gross, which is about the same as last year. The Shortcakes brought in about one-quarter of the entire take, second to the book sale, which earned about \$6,000. The festival as a whole made \$16,168.64, which is below average but about the same as last year. This may be the new normal with so many other events happening in town including the "Ball Drop" that the Windham Boosters Club runs on the same day. (In the past, the Festival raised around \$25k). The festival currently has three partners, where it used to have nine. General membership in FLOW is also lower than it was in the past.

Action item: P. Barstow recommend that we send a note to FLOW thanking them for their hard word and dedication.

P. Barstow commented how much work M. Stith did to ensure that the Shortcake table ran smoothly.

Motion: K. Marcil made a motion to continue the meeting until 9 p.m. Second: N. Gogumalla VOTE: 7-0 in favor

Publicity Committee: Meeting set for Tuesday, June 20, 1 p.m.

Action item: C. Robertson-Souter recommended that we write an article in the paper telling the public all that FLOW does for the library and for the citizens of Windham. T. Picciano offered to write the article by Wednesday, June 21, and send to C. Robertson-Souter and D. Mayr.

New Business:

Town Day: N. Gogumalla proposed setting up a video booth to interview Windham residents about the library and their experiences with it on June 24. M. Stith will bring a tent to use that day. Looking for a teen to help out and get service hours.

Personnel Committee: The staff interviewed four people for the Sunday associate position.

Motion: N. Gogumalla recommends to the board that Jo-Ann Houde be hired as a Sunday Associate, at Grade 9 Step 1, with a start date as soon as possible. Second by M. Stith. Vote: 7-0 in favor.

Motion: N. Gogumalla recommends that the board permit the director to hire a library substitute, without further action from the board, to work limited hours on a temporary basis through the summer. This person would begin at Grade 9 Step 1. Second by K. Marcil.

Discussion: Library staffing will be difficult over summer with scheduled vacation times and internal moves. Earned time needs to be used by various staff members.

Vote: 7-0 in favor.

Strategic Plan Review: Mission Statement will be further looked at at a later date. Strategic plan was reviewed and updated.

Announcements:

Next scheduled Trustees meeting will be held Tuesday, July 11, 2017 at 7 p.m. to discuss flooring contracts.

Meeting adjourned at 9 p.m.

Respectfully submitted,
Cathy Robertson-Souter

Draft subject to approval - FIRST DRAFT 6/19/17