



Nesmith Library Board of Trustees

**Tuesday AUGUST 18, 2020
FINAL Meeting Minutes**



Present via GoToMeeting:

Trustees: Michelle Stith* (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff* (Treasurer), Catherine Robertson Souter (Recording Secretary), Alberto Chang (Assistant Treasurer)

Director: Sylvie Brikiatis*

Assistant Director: Nancy Vigezzi*

*present at the library during the meeting

Absent: J'aime Slocum (Member-at-large)

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

Mission statement: read by M. Stith

Approve July Minutes:

Motion made: by T. Picciano to approve July meeting minutes with one minor punctuation change as discussed. Second by K. Moltenbrey. Roll call vote taken: Karen Moltenbrey (yes), Mark Branoff* (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Michelle Stith* (yes), Tara Picciano (yes)

Approved 6-0

Gifts:

- There were no new gifts.

Correspondence:

- There was no correspondence.

Reports:

FLOW report:

- There will be a virtual meeting August 31, approving new officers and updating bylaws.
- The board has voted to approve a new logo which will be revealed along with a new website in the next week.

Directors report:

- E-lending has increased this past month. We are still doing just over 50% of last year's circulation. July is historically the biggest circulation month of year. We maintained level

circulation from the month before. We are hoping it will grow as we move into next phase of re-opening. We are still in good shape compared to other libraries.

- There is no update on the LED conversion. They are not committing to a date to do the work as they are backlogged.
- We have ordered two square poly-coated ADA-compliant picnic tables to be used outdoors since the indoor study rooms are not available.
 - Signs will be posted asking people to be mindful to limit use of the tables to two hours.
 - One will be under overhang to protect from weather and other will be under a tree also.
 - People have been using story garden as time to be away and also some tutors have been using it.
 - They have been shipped so we hope to get these in soon.
 - I have asked FLOW to purchase these - and they said they probably will but it will go before the board at the next meeting. Either way, this would also be reimbursable through the CARES Act so it will not affect our budget.
- Technology updates: all computers have been updated with virus protection. All staff computers are now on Windows 10 (except one which will be updated in the next week).
- Patron concerns: one of the few problems we have faced is with people coming into building and asking why they cannot stay longer. One thing we do know about transmission is regarding the length of time of exposure so we are limiting the amount of time in the building.
- Chelsea participated in a tech learning program in February and she was asked by the leaders to be an instructor going forward for New Hampshire.
- We are trying to do as many outdoor services as possible including curbside book lending or printing items and bringing them to the curbside.
- The Children's staff is hosting an outdoor program on Friday to see how that goes. Molly is also working on an experimental outdoor story time with young children. As long as the weather is nice we will try to do outdoor programs.
- Pandemic policy: It might be good to add something about face coverings and that we may need to restrict access and hours for duration of public health situation to clarify the policy in case of issues.
 - The suggested phrasing was read by M. Stith. The added section is to put wording in that shows that we retain the right to change our access and to insist on face coverings.
 - The town has a mandate townwide for all public buildings regarding the requirement for face coverings.
 - We do not have to provide services to anyone outside the town as we are funded entirely by the town.

Motion made: by A. Chang to approve the suggested addition to the pandemic policy. Second by C. Robertson Souter. Roll call vote taken: Karen Moltenbrey (yes), Mark Branoff* (yes), Catherine Robertson Souter (yes), Alberto Chang (yes), Michelle Stith* (yes), Tara Picciano (yes)

- Budget drafts: two drafts are included in the meeting packet. One is Dave Sullivan's first draft which includes a 2.5% COLA and a health insurance increase and utilities costs. These are not approved or confirmed yet. This budget shows less than a 1% increase over last year.

- The second draft includes several areas identified by the director where we could focus if asked to reduce the proposed budget.
- Individual department meetings will happen after September 1, when the first budget draft is due back to D. Sullivan.
- We have done a good job with messaging - people have been happy that we are open. So, even though the building is not open to the public, they are perceiving that we are open.
- K. Moltenbrey suggested a letter to Windham Independent outlining everything we are doing during this time. C. Robertson Souter suggested that we write a letter from the board.

Treasurer's Report:

- 58.33% of the year has passed and we have spent 57.1% of appropriation.
- The library remains in compliance with RSA 32:7.
- The reimbursement funds we have received from FEMA and the Cares Act will be reflected as revenue so that will offset any overages we have.

Old Business

Town policy for staff going back to work after COVID positive test:

- We use the same policy as the town. It has been helpful to follow the emergency management guidelines for how to handle staff questions and procedure.

Discussions:

- The library is continuing to work with home school parents for materials requested and public school librarians to share information on how the library has dealt with materials.
- SAT prep classes will not be offered this fall.
- The library survey is ongoing and the document is shareable.

Announcements:

- The next trustee meeting is September 15, 2020, 6 p.m.

Meeting adjourned at 7:06 p.m.

Respectfully submitted,

Catherine Robertson Souter
Final minutes approved September 15, 2020