



Nesmith Library Board of Trustees

TUESDAY, September 10, 2019

FINAL Meeting Minutes



Present

Trustees: Michelle Stith (Chair), Karen Moltenbrey (Assistant Chair), Mark Branoff (Treasurer), Alberto Chang (Assistant Treasurer), Tara Picciano (Corresponding Secretary), Beth Talbott (Member-at-large).

Director: Sylvie Brikiatis

Assistant Director: Nancy Vigezzi

Arrived after start of meeting: Catherine Robertson Souter (Recording Secretary)

Call to Order: The meeting was called to order at 7:04 pm

Mission statement: read by M. Stith

Approve minutes of meetings:

Motion made to approve the August 13 meeting minutes made by K. Moltenbrey. A. Chang seconded.

Vote: 6-0 in favor.

Motion made to approve the April 9 non public meeting minutes made by K. Moltenbrey. A. Chang seconded.

Vote: 5-0 in favor. B. Talbott abstained.

Motion made to approve the June 10 meeting minutes made by B. Talbott. K. Moltenbrey seconded.

Vote: 5-0 in favor. B. Talbott abstained.

Accept any new gifts - No new gifts

Review correspondence - M. Stith read a thank you note from Diane Mayr to the board for her retirement gift.

Reports:

F.L.O.W. Report: M. Stith reported:

- FLOW will commence meetings September 23 at 630. Someone from FLOW will attend story hours to inform parents about becoming FLOW members.
- ***Director's Report-***
- There will be new metrics for attendance starting with the September director's report
- Carpet cleaning is usually done over Columbus Day weekend. The previous cleaner has retired so four new companies are being interviewed.
- Marie S applied and Nesmith was chosen to host the Overdrive Digital Book Mobile - to be held July 20th, 2020 from 3-7 p.m.
- Personnel reviews will begin next week. Performance reviews will be held at the start of 2020 since so many staff members took on new roles.
- Guardian tracker starts for the last quarter.
- Summer reading is completed. Adult participation numbers were up. Children's were a little hard to track but finished with over 6,000 in total.
- Sunday visits have increased.
- Looking at new study area booths for group meetings/study sessions/tutoring

*****C Robertson Souter arrived at 7:20*****

Treasurer's Report and 2020 Draft Budget

- 2/3 of year has passed and we have spent 62.03% of the appropriation.
 - The library remains in compliance with RSA 32:7
 - M. Branoff asked if the rest of the appropriation will be spent. S. Brikiatis explained that we will probably come in around 3% under for the operating budget. The personnel budget will under by a larger amount in part due to people being out and 5-6 months before hiring replacement for Assistant Director.
 - For next year's budget, digitizing Windham Independent newspaper has been included. Utility bills are dropping. Overall operating budget will drop but personnel will rise because of step increases and we increased one full-time position from six months to one year (she started August). This does not include COLA increases. Budget workshops will be held with Dave Sullivan in mid-October.
 - Discussion held regarding dues and meetings for staff members and what they cover - professional development, classes, conferences. This year's budgeted amount will be used. Should this amount be increased for next year?
 - No one is going to the NELA conference this year in Groton, Connecticut.
 - Budget meetings with BOS generally happens in December.

Staff Report:

- Report given by Nancy Vigezzi, Assistant Director.
- She has been steadily shifting responsibilities away from doing tech support as others take on these duties. This will allow for more time to move into new position.
- Since April, has been assisting S. Brikiatis with the hiring process, working on job descriptions, and clarifying the interview process.

- Helped with on-boarding of new staff - going through what they need to know and with training etc.
- Working on job description for tech services for Elaine as this has not been done in many years to reflect new job duties. Also will assist with staff evaluations and supervising staff when SB is out of the building or occupied within the building.
- Approves purchase orders and backup checking of manifest.
- Attending some outside meetings -
 - Technical Advisory Committee for the town (TAC). There are four residents and one selectman liaison, IT director and staff member at large - and we were requested to send a staff member. Nancy or S.Brikiatis will attend. That committee is working on website for town. Asked if we could also bring Chelsea to give input on social media. This will be a good addition to the meetings.
- Also, assist with budgeting with S. Brikiatis. Talked about technology additions we may need in the next year and what we may need before end of this year.
- A Chang asked if we have a list of current equipment and their ages and lease information? S. Brikiatis explained that at all of our bigger office equipment is leased. Exceptions are the lap tops and chrome books. We also own one desktop computer. That should be replaced soon along with one of the older lap tops (which will be used as a backup tech computer). Leases generally run three years and then they can be bought out for low money (\$1) and they often will survive another year or two. At some point we will have to update the computer attached to the scanner and maybe also
- Also does staff payroll.

New Business:

Personnel Committee meeting update:

- The publicity committee is working on aligning the directors's performance review to the job description.
- S. Brikiatis is also creating job profiles and updating job descriptions. Hopes to have them done by mid-October.
 - Full time people are mostly done with their job descriptions and currently working on part-timers.

Publicity Committee meeting update:

- C. Robertson Souter gave an update on the status of the proposed survey.
- The survey will be done in person by teams of two.
- Goal is to have 1-3 surveys done per week within a three month time span.
- Publicity will set a meeting to follow up with questions and preliminary list of those to contact.

Staff party:

- Discussion held regarding hosting party for staff appreciation event. In case of rain, event will be cancelled.

Motion made to close an hour early on the 29th of September for a staff event made B. Talbott and second K. Moltenbrey. **Vote:** 7-0 in favor

Announcements:

- Next Trustee meeting is October 8, 2019 at 7:00pm at Nesmith Library

Meeting adjourned at 8:24 p.m.

Respectfully submitted,
Catherine Robertson Souter

Final minutes approved 10/8/19