

Wiggin Memorial Library

Stratham, NH

Board of Trustees Meeting Minutes

December 19, 2022

Meeting held @ Wiggin Memorial Library

I. Call to order—Chair Susan Wilbur called the meeting to order at 6:32 pm.

Attendees in person—Library Trustee Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Trustee Kate Kim and Library Alternate Trustee Michele Corti. Also attending: Assistant Library Director Scott Campbell and new staff member Heather Burroughs.

Library Alternate Trustee Kathy Bower was absent this evening as was Interim Director Steve Butzel.

Also in attendance, new Library Alternate Trustee Veronique Luddington who would be appointed by the Board this evening.

II. Review and adoption of Minutes for 11/21/22 and 12/2/22. Dree moved to adopt minutes as posted. Ana seconded. All voted in favor.

III. Treasurer's Report: Steve sent the report in. Susan presented it. A question arose if the donations were reflected in the report. In the discussion about notifying patrons of the opportunity to make a donation to the library, it was noted that about 50% of recipients opened a letter in hard copy. Some discussion took place suggesting the perhaps more people would be expecting an actual letter rather than an email. A suggestion was made to send out a letter in January to those consistent donors.

- No donations were presented that needed to be accepted this evening.
- Ana shared that \$300 from the Friends was received with a thank you note.
- Felicia Motherway conducted a class on boxwood tree arrangements. The class was sold out. Participants paid \$45 each to do the project with \$20 of the cost paid by WML.
- Adriane Campbell is offering a Pampered Chef fund raiser before the holidays.

IV. Director Transition: Scott will fill in as Acting Director for the weeks between Steve leaving and Kerry taking over on January 17th. Scott's time until that then will include a pay period as Christiane suggested.

Discussion took place regarding the timing of a press release announcing the new Director and a possible reception for Kerry to welcome her. Scott suggested a press release in early January and a reception perhaps coinciding with Library Lover's Day on February 14th. Scott brought up some issues to be addressed during the transition period regarding the budget. There will be three meetings where the budgets will be presented and discussed. Susan asked Kate about her past experiences in presenting the budget.

It was noted that the Treasurer's Report as presented, does not illustrate exactly the expenditures to date. More reconciliation needs to be done to bring those numbers to reflecting a more accurate illustration.

V. Budget Review: Ana paid the bills the day before Thanksgiving. More information was shared about paying the credit card bill. Previously Lesley hand-delivered the payment. The last payment mailed did not arrive. More discussion took place regarding perhaps a better way to pay the bills using a new credit card company or an on-line method of payment versus writing checks.

- Further discussion about the specifics of the budget took place.
- Susan made a motion to accept the proposed 2023 budget of the payroll line increase (4.62%), the operation line increase (4%) and the fee for the bookkeeper (\$3900). Connie seconded the motion and all voted in favor.

VI. Other business: Susan shared a card for Connie Aubin-Adams thanking her for acting as Chair for the Search Committee along with a gift certificate to Water Street Bookstore.

- Connie asked about a staff appreciation event. Vero suggested the idea that small gift cards handed out individually allows equal show of appreciation anytime and not dependent on a specific day or time when a gathering might be planned and not work for everyone.
- Discussion about the acquisition of and distribution of the gift cards took place.
- Connie asked about any follow-up to the work done after Amanda Price's workshop. Kate suggested holding off on doing that follow-up until the new Director is in place and has had some time to establish some cohesion with the staff and some views of the workings of WML. Access to the materials developed and used during the workshop might allow Kerry the opportunity to get to know the staff a bit better.
- Scott shared the nearly week-long plans for honoring Martin Luther King Day. A WML meeting is set for the Book Club at the 110 Grill on January 17th to discuss the last book written by MLK. Copies of this book were obtained and offered for free to anyone wanting to participate in the discussion on this day.
- Performance reviews: Kate will check the personnel policy to determine if these are done annually. The last time on record of these reviews being done was in June 2022. The question remains whether the reviews are done for a calendar year or not. Lesley did the last reviews before she left and Susan collected them and put them in the personnel files. Kerry may have her own preferences as to when the reviews will take place.

VII. New Business: Connie suggested reinstating the Meet the Candidates' Night sometime between February of 2023 and March 1st.

- Michele suggested that the date of the next BOT meeting be on January 23, 2023 rather than the 17th which would be Kerry's first day on the job. This would allow her to attend the meeting having worked with the staff for a week.

V. Next meeting: January 23, 2023 at 6:30 pm. Connie and Kathy will join the meeting via Zoom.

VI. Adjournment:

Susan moved to adjourn. Connie seconded it. All voted in favor.

BOT minutes of meeting on 12/19/22

Corr

Public meeting

The meeting was adjourned at 8:12 p.m.