

**Wiggin Memorial Library
Stratham, NH
Boards of Trustees Meeting Minutes
March 20, 2023, 6:30 PM
Meeting held at Wiggin Memorial Library**

- I. **Call to order-** Chair Susan Wilbur called the meeting to order at 6:35 pm.
Attendees in person-Library Director Kerry Cronin, Library Trustee Chair Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Veronique Ludington, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Kathy Bower.
Not in attendance- Library Trustee Ana Makabali.

Susan opened the meeting with welcoming Veronique in her new position as Trustee.

- II. **Elect Board Officer Positions-** A motion was put forth by Susan to elect Ana as treasurer, Veronique as secretary and Susan herself as chairman. Dree seconded. All voted in favor.
- III. **Review and adoption of Minutes for 2/20/23-** Susan moved to accept the minutes. Dree seconded. All voted in favor.

IV. Updates:

- A. **Book drop bins:** Kerry gave a final recap on the cost of the double ordering of the book drop bins. The return shipping fee was waived since damage occurred during shipping. The total cost owed to TLS for the returned book drop is \$2,862.22 (\$1,855.19 for shipping to Stratham and \$1,007.03 for the 10% restocking fee). A motion was made by Susan to pay for the \$2,862.22 from the donations account. Veronique seconded. All voted in favor.
- B. **Friends of the Library February Meeting:** Dree attended the meeting. The Friends are planning a Craft Fair in the Fall (October 14th) to raise funds. Connie is planning to attend their future meetings to help with fundraising plans.
- C. **Patti Walker retirement:** Patti will retire March 28,23 after working 8 years at WML.
- D. **Historical Society Grant:** Veronique brought up the fact that back in 2018 or 2019, the Stratham Historical Society had given a grant for \$1,500.00 to the library to have a webpage dedicated to photos/documents/deeds, etc that would be of great interest to Stratham residents. Because of COVID no progress was ever made on the project and SHS would like the project started. Kerry agreed to do some research to find when the grant was accepted and there will be a follow up discussion with the Board Members of the Historical Society at a later date.

V. Policy Reviews:

- A. **Purchasing and Expenditures Policy:** All purchases over \$1,000.00 will require prior authorization from the Library Director. Kerry will check the maximum amount to be authorized on a card from past practices. Paragraph E from the Procedures, Oversight and Audit section will be removed. The updated policy will be reviewed at the next Trustees meeting.

VI. Director's Report:

- A. Procedure for Saturday Pay:** Kerry conferred with Christiane who informed her that since Full Time salaried employees are exempt, they have to be compensated with a full 8 hour day off the same week they work a 6 hour Saturday shift. The part time employees will be paid 6 hours on top of their regular weekly scheduled hours when they work a Saturday. Susan moved to approve the Procedure for Saturday Coverage at the Library as written in the Director's Report. Connie seconded. All voted in favor.
- B. New programming:** Kerry reported the launch of a WML Seed Exchange with a kick-off event April 1st where patrons will be able to share seeds, hear planting tips and plant a seed. There will several follow up programs in the summer, seed saving, container planting and composting. The Exeter Garden Club will also share a traveling program comparable to Art in Bloom (flower compositions matching children books). A series of Cookbook Club discussions will start April 26th as part of National Library Week celebration. Kerry presented the National Library Week 2023 proclamation put forth by the ALA for the week of April 23-29, 2023.
Susan made a motion to approve the Proclamation as written. Dree seconded. All voted in favor. The proclamation will be submitted to the Town of Stratham Select Board for the official proclamation.
- C. 2023 Budget approved at town Meeting:** The Budget was approved as presented at Town Meeting. The salary raise was discussed. It was decided that a raise of 4.3% for all library employees would still leave some healthy margin in the budget. Susan made a motion to approve a Cost of Living salary increase of 4.3% for all Library employees for the 2023 budget year, effective April 1, 2023. Dree seconded. All voted in favor.
- D. Holidays 2023 and 2024:** Kerry presented a follow up Holiday calendar after last meeting's discussions. Discussions about closing for Juneteenth versus Christmas Eve or Indigenous People's Day in 2024 took place. It was decided that Kerry would submit a poll to Library employees to show their order of choice between the 3 aforementioned days so we can decide at a later meeting which Holiday the Library would close. Susan made a motion to approve the 2023 Holiday Calendar & Related Closures as presented, the library will be closed Saturday November 25, 2023 and Saturday December 23, 2023. Dree seconded. All voted in favor.

VII.

Treasurer's Report:

Kerry updated the budget numbers from January to reflect accurate percentages.

- A. Accept donations:** Susan moved to accept \$250.00 in donations for the month of February. Veronique seconded. All voted in favor.

VIII. Next meeting: April 17, 2023, 6:30 PM

- IX. Adjournement:** Business was concluded. A motion made by Susan to adjourn was put forth. Veronique seconded it and all voted in favor. The meeting was adjourned at 8:49 PM.

