

**Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
April 17, 2023, 6:30 PM
Meeting held at Wiggin Memorial Library**

- I. **Call to order-** Chair Susan Wilbur called the meeting to order at 6:36pm.
Attendees in person-Library Director Kerry Cronin, Library Trustee Chair Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Trustee Veronique Ludington, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Kathy Bower.

- II. **Review and adoption of Minutes for 3/20/23:**
Dree moved to accept the minutes. Ana seconded. All voted in favor.

III. Updates:

- A. **Staffing:** Courtney has resigned from her position as Head of Youth Services, her last day is Friday April 21st. Kerry will be proceeding this week with recruitments for Head of Youth Services, part-time customer service position of 9 hours a week to replace Patti who retired, and a 5 hours a week library page position.
- B. **Historical Society Grant:** Veronique obtained the following information from SHS: The grant of \$1,500.00 was presented to the Library with a check issued by the Newburyport Five Bank in July 2016 with the memo line stating "SHS Digitization project". Kerry asked what the expectations are from SHS, Veronique responded that either the library does the work that can be discussed again since only the previous Director of the Library knew about it, or the funds shall be returned to SHS.
More research will be done to locate the funds on the library side and also talks between the SHS Board Members and Kerry on how to proceed with the project.

IV. Policy Reviews:

A. Purchasing and Expenditures Policy:

Kerry made the changes recommended at our last meeting. The maximum amount to be authorized on a credit card has been set to \$5,000.00. Connie motioned to accept the new policy as presented, Ana seconded. All voted in favor. The policy was passed around for signature.

B. Personnel Policy:

1. **Longevity Bonus (page 9):** Kerry asked the Board to consider giving employees their Longevity Bonus in a lump sum. After discussion, Susan moved to revise the text on the Longevity Bonus page 9 of the Policy to the effect that the Bonus will be distributed in a lump sum at the end of the pay period closest to the employee's anniversary date, and that said bonus will not be prorated. Veronique seconded. All voted in favor.
2. **Sick leave (page 13, section IV, #3):** Kerry asked the Board if the policy could be updated

to allow sick time to be used to care for a close family member. Susan moved to add care for a family member in the sick leave policy with the exact wording to be determined later. Dree seconded. All voted in favor.

3. Closures (page 19, section V, #3): Following a clarification on the policy's wording by counsel contacted by Kerry, it was decided to look at the Town's Personnel Policy and consult with counsel again for the most appropriate wording. We will talk about it at the next meeting again.

4. 2024 Holidays(page 11, section IV, #1b): Kerry informed the Board that the Town is still considering to move to 11 Holidays in 2024 but nothing has been finalized yet. The results of the poll submitted to Library employees to show their preference on the extra Holiday clearly showed a favor for Indigenous Peoples Day(Columbus Day). Updating of the 2024 Holiday Calendar will be revisited at a later meeting this year.

V. Director's Report:

The Seed exchange is off to a great start, Pastor Wes Conn will bless the Seed exchange as part of an annual seed and plant blessing for Earth Day. There is a lot of interest from the community for the raised garden beds and Kerry has acquired a fabric reusable 6x2 garden bed to start this year, pending approval of the Select Board. Kerry has talked to the 76rs and gotten feedback on the kind of programs they would like to see, the first one will be "Be Red Cross Ready: Emergency Preparedness" on May 17 at 2pm. National Library Week will be filled with events, they are on the Library's Calendar of Events on the website.

Tricia Ryden is going from 28 to 24 hours a week as of this week.

VI. Treasurer's Report:

A. Accept any donations: There was a \$40.00 donation made by a patron who participates in yoga class, and \$250.00 in checks. Connie moved to accept \$290.00 in donations, Dree seconded. All voted in favor.

B. Credit Card: This referred to the update of the credit card limit of \$5,000.00 in the purchasing policy.

VII. Board Operation: Susan sent different documents to all the Board this past week to refresh all Board member's knowledge of their roles and obligations. Day to day operational concerns should be brought up to Kerry first by employees, Board members should remind employees of that if approached with concerns.

VIII. Next meeting: May 15, 2023, 6:30PM

IX. Adjournment: Business was concluded. A motion was made by Susan to adjourn at 8:35PM. Veronique seconded and all voted in favor.

