

**Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
May 15, 2023, 6:30 PM
Meeting held at Wiggin Memorial Library**

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

- II. **Review and adoption of Minutes for 4/17/23:**
Connie moved to accept the minutes. Ana seconded. All voted in favor.

III. Updates:

- A. **Alternate Trustee Position:** Unfortunately the potential candidate has too many other commitments so we still need to look for a candidate for the position.
- B. **Friends of the Library April Meeting:** Connie attended and reports the Friends decided not to renew the Peabody Essex Museum since it only got used 8 times last year. They are going to apply for the NH Lottery funds given to charities and are working on getting a list of priorities for fundraising from the Library Director/ Trustees. The event at Margaritas raised a total of \$320.00. The fall craft sale date is being rescheduled due to a conflict for the town meeting room reservation.
- C. **Historical Society Grant:** Kerry communicated with the previous director Lesley to find out what had been done and spent on the project. Since the information compiled by the Library was offered to SHS but was not useful as it would be a duplicate of the information they originally sent for the project, and the fact that the project was never completed despite funds being spent on it, Kerry recommends that the Library return the grant in its entirety to SHS. Connie moves to return the total amount of \$1,500.00 to the Stratham Historical Society, Ana seconded. Veronique recused herself from the vote due to her involvement at the Stratham Historical Society. All are in favor.
- D. **NHLTA Meeting:** Connie attended 3 workshops and was very impressed with the Intellectual Freedom Roundtable, which discussed what the process is when an employee is challenged. Kerry confirmed that WML does have a procedure if that happens. Kerry thought the Strategic Planning workshop was very appropriate to our situation and that we should start working on it together after we get the presentation from Placeworks at our next meeting.

IV. Policy Reviews:

A. Personnel Policy:

1. **Closures (Page 19, Section V, #3):** Kerry and Susan reviewed the wording of the policy

and read it aloud, Veronique moved to revise the text as follows: “If you make the decision to stay at home during your regularly scheduled shift before an official Library closing is declared, you will be expected to use accrued vacation time to cover your absence from work. If your accrued vacation time balance is not sufficient to cover your absence from work, and you are an hourly employee, you will not be paid for the time absent for work. If your accrued vacation time balance is not sufficient to cover your absence from work, and you are a salaried employee, your absence will be considered unexcused”. Ana seconded, all voted in favor. The revised Personnel Policy was circulated for Trustee’s signatures.

V. Staff Appreciation:

Last year, the Staff was invited to diner at the 110 Grill, a more expensive event than usual since it was a return to ‘normal’ after Covid years. Kerry will ask what the staff would like to do and report back to the Board. Ana suggested a Pie Day around Thanksgiving too.

VI. Director’s Report:

National Library Week was very successful with a host of programs and record attendance. The new Cookbook Club was a success. A Gardening Club is also being started with 6 patrons and a Scout who will use the Project to get a badge, Kerry has a free source for soil. On May 23rd, Kerry will hold a staff meeting for all employees and the Library will exceptionally open at 11am that day. On June 27th there will be a volunteer forum in line with the Summer Reading focus which is All Together Now this year. Kerry has also met with Alison Knab from the Board of Selectman and will meet on a regular basis.

VII. Treasurer’s Report:

A. **Bank Accounts:** There have been a number of problems with M&T Bank where we have 2 accounts, mainly related to Customer Service, so Ana and Kerry have been talking with a representative of TD Bank north specializing in municipal accounts. They will be meeting again soon to discuss switching accounts to their bank, and also opening a 2nd checking account for donations to avoid fund transfers to cover certain expenditures.

B. **Accept Donations:** Susan made a motion to accept \$500.00 in donations, Ana seconded, all in favor.

C. **Quickbooks update:** Quickbooks Desktop will be unsupported as of end of May, so Patricia recommended switching to Quickbooks Online, it will cost \$500.00 for the first year (50% Discount) and \$1,000.00 a year thereafter. Ana motioned to effect the migration our our bookkeeping from Quickbooks Desktop to Quickbooks online as soon as possible, Susan seconded, all were in favor.

VIII. New Business: None

IX. Next meeting: June 19, 2023, 6:30PM

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

