

**Wiggin Memorial Library  
Stratham, NH  
Board of Trustees Meeting Minutes  
June 19, 2023, 6:30 PM  
Meeting held at Wiggin Memorial Library**

**I. Call to order-** Chair Susan Wilbur called the meeting to order at 6:30pm.

Attendees in person-Library Director Kerry Cronin, Library Trustee Chair Susan Wilbur, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Trustee Veronique Ludington, Library Trustee Dree Sherry and Library Alternate Trustee Michele Corti.

Not in attendance- Library Alternate Trustee Kathy Bower.

Guests: Gale Lyon; Alyssa Murphy and Liz Nguyen from Placework left at 7pm, Skip Stearns and Bruce Kerr from the Historical Society arrived at 7pm.

**II. Placework Presentation:**

Alyssa Murphy, Architect and Liz Nguyen, Project Manager at Placework presented their final report on the Space Planning Study for the Library. Scott Campbell, the Library's Assistant Manager has been working as the liaison for this study, he briefly talked about the scope of the study started in 2021. The scope of work was to develop a conceptual space plan that would maximize the best use of the currently available space. Comparisons were done with several Seacoast areas on use of space (staff, public, meeting areas). Alyssa and Liz are available for questions and looking forward to helping with the next steps on the project.

**III. Stratham Historical Society:**

Bruce Kerr (President) and Skip Stearns (Finance Chair) of the Stratham Historical Society came to talk about renovation of the building the Historical Society is leasing from the Wiggin Memorial Library (for a \$1 a year per the lease agreement). Much needed renovations to the building were presented (cracked mortar, water damage outside and inside, rotten window sashes, etc..)for approval by the Library Trustees per the lease agreement. The renovations would be done over a period of 3 years, this year with a cost estimated between \$15K and \$19K. A grant for \$7,500.00 was secured through the NH Preservation Alliance for this year, and the Town Selectmen have agreed to contribute up to \$6,200.00 for this year also. The Historical Society has agreed to contribute up to 1/3 of the costs after grants. The Library's financial obligations are of ¼ of the yearly profits from the Trustee's funds, which appears not to have been paid for 2020, 2021 and 2022 yet. Susan and Kerry have met with Mikki Deschaines and the bookkeeper Patricia to find out more about that. We agreed to talk about the subject again at our July meeting which will take place at the Historical Society so the Trustees can see the building and needs for renovation more closely.

**IV. Review/ Adoption of minutes for 5/15/23 and 6/5/23 meetings:**

Susan moved to accept the minutes from both meetings after a correction was made to the 5/15/23 minutes, Dree seconded, all in favor.

## **V. Updates:**

### **A. Friends of the Library Meeting:**

Connie went to last month's Friends meeting. They are looking for volunteers to help with the November 4<sup>th</sup> Craft Fair at the Town Hall. Another Margarita's fundraiser night will be organized for next winter, date TBD. The Friends generously paid for the Summer Reading Program kickoff and the prizes for \$1,000.00. Since the Friends take a break from meeting over the summer, Connie will attend the June meeting and thank the Friends on our behalf for their engagement in the garden/seed library project also.

## **VI. Old Business:**

### **A. Staff Appreciation:**

Kerry asked the staff what they would like and the few responses she got indicated gift cards, a party or time to volunteer in the community. We discussed having a dinner after Labor Day and a "Pie Day"/ breakfast closer to Thanksgiving.

### **B. Quickbooks:**

Kerry and Ana discussed this with our bookkeeper Patricia after our last meeting and Patricia needs more time to clean up the files to be ready for the transition to QuickBooks Online. Connie made a motion to get a new subscription to 2023 Desktop Quickbooks for \$549.00 for a year before moving to Quickbooks Online next year, Ana seconded, all in favor.

## **VII. Director's Report:**

Today was the "All Together" Summer Reading Program's first day, it will run through August 4<sup>th</sup>. Kerry has created a new StoryWalk which will be installed in the outdoor community space. The propane tanks in that space will be buried soon by the new utilities provider, which will leave more space for gardening. Nate Mears, Director of Public Works, has generously built and installed a cedar raised garden bed in that area.

Kerry will attend the late July's town Selectmen's meeting to discuss the Library's planned use of the CIP Funds(bathrooms upgrade?).

The new Head of Youth Services Rhonda Cunha accepted the offer and will start working at WML July 3<sup>rd</sup>.

On the Financial Report, Kerry pointed out that the Media costs were high due to an algorithm showing Hoopla's books/movies showing up first on patron searches(Hoopla is a pay-per-use program), therefore a change was made so the library's physical collection items appear first in patron searches while trying to find a solution. Miscellaneous expenses(Bookkeeper) are also high as Patricia has been helping Kerry and the Board with different accounting and banking issues.

## **VIII. Treasurer's Report:**

### **A. Changing Banks:**

Ana motioned to approve the transitioning of our bank accounts from M&T Bank to TD Bank. The checking account for Town Appropriations will stay a checking account. The savings account for the Trustees Fund will become 2 laddered Certificates of Deposit (\$55K each for 3 and 6 months respectively), leaving about \$10K in available cash to be placed in a second

checking account. Susan seconded. All in favor.

**B. Accept Donations:**

Ana motioned to accept a total of \$1,118.97 in donations, Veronique seconded, all in favor.

**IX. Next meeting:** July 17, 2023, 6:15PM at Stratham Historical Society, 158 Portsmouth Ave, Stratham, NH.

**X. Adjournment:** Business was concluded. A motion was made by Susan to adjourn at 8:50PM.