

**Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
September 18, 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 Dree Sherry, Library Trustee Ana Makabali, Library Trustee Veronique Ludington, Library Alternate Trustee Kathy Bower and Library Alternate Trustee Gale Lyon.

Absent: Library Alternate Trustee Michele Corti

Guests: Karen Ryan, Adult Services Librarian introduced herself to the Board and left at 6:41 pm.

II. WML Staff- Karen Ryan(17 years at the Library):

The Board unanimously thanked Karen for her 17 years of service. Karen talked about her accomplishments: Craft programs, overdue, Interlibrary Loans, Cookbook tasting new program started with Kerry this year is her favorite.

III. Review/ Adoption of Minutes for 8/21/23 Meeting:

Susan motioned to approve the minutes with a change from Kerry, Dree seconded, all in favor.

IV. Staff appreciation lunch/ Pie Day:

All are ready for staff appreciation lunch tomorrow. Ana tried to pinpoint organization details about Pie Day, it was decided that it would be in December and a selection of 5 pies to chose from would be presented to employees. Pies will be frozen and come from Valley View Pies, a woman owned company from Oxford, ME. Further discussion will take place at next meeting.

V. Board Sub-Committees:

Upon advice from Kerry, 3 Sub-Committees who will report to the whole Board and will work closely with Kerry are formed: Kathy, Veronique and Gale on the HR Committee (review all policies and job descriptions), Ana and Dree on the Board Development Committee (Board recruitment transition process of officers), Susan and Connie on the Fundraising Committee (strategic planning and goals for Fundraising, liaison with the Friends group). Kerry also recommends that a representative of the Friends group be invited at all the Trustees meeting.

VI. Director's Report:

A. Staff Meetings:

Kerry proposed 3 dates for monthly staff meetings this fall. Susan motioned to allow the Library to open at 10:30AM on 10/17, 11/21 and 12/19 for all staff meeting, Dree seconded, all in favor.

B. Bathrooms:

Since Nate Mears has resigned, Kerry is going to put together a scope of work to give to David

Moore who will help put it out for bids.

C. COVID-19 Protocols:

After a short discussion, Susan motioned that the library now follows the current CDC guidelines with regards to COVID-19, Ana seconded, all in favor.

D. Youth Service Librarian Job Description:

After reviewing the changes made to the job description, Dree moved to approve the Youth Services Librarian job description as presented by Kerry, Susan seconded, all in favor.

Kerry communicated that the job will be posted tomorrow for recruitment.

E. Policy for Art Displays?

This will be discussed at our next meeting.

VII. Treasurer's Report:

Kerry reported that there is enough flexibility in Programming and Education/Training Funds to meet the bottom line of the budget this year.

A. Changing Banks:

Transition to TD Bank is still not fully completed, as 2 checks still need to be cashed from the M&T account. There is still \$6,806.72 in that account. The 2 \$55,000.00 CDs have respectively accrued \$83.71(6 months) and \$78.73(3 months). The 3 month one has an 11/20/2023 term date.

B. Donations:

Susan moved to accept a \$10 donation, Veronique seconded.

VIII. New Business:

A motion to enter into Executive {Non-public session} was made by Susan based on reasons listed in RSA 91-A:3, II. Veronique seconded the motion. All voted in favor.

Executive Session began at 8:08PM.

Public Session resumed at 8:35PM

A motion was made by Susan to seal the minutes of the non-public session, Veronique seconded, all in favor.

IX. Next meeting: October 16, 2023, 6:30PM

X. Adjournment:

Connie moved to adjourn the meeting at 8:36PM, Dree seconded.