

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Thursday, February 20, 2020

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Trustee Michael Hunter

I. Call to Order / II. Welcome - Kate called the meeting to order at 6:33pm.

III. Review/Adoption of Minutes - Steve moved to accept the January 9, 2020 meeting minutes and Michael seconded. Minutes were accepted unanimously.

IV. Old Business -

A. Bed Bug Policy Review - Lesley asked staff what they thought about Hampton's policy and their concerns are - how could they enforce it consistently, what are the legal ramifications of blocking someone from library, do they ask for proof the bugs are gone, how much time does it takes to review each book. Staff also expressed a need to have training on identification of bed bugs. The BOT agreed to create a policy that would address these concerns. Lesley will put something together for the March meeting working off the Hampton policy.

B. Budget / CIP Presentation / Town Meeting 3/13/20 - David Moore and the Select Board are putting together a unified presentation for CIP at the Town Meeting. Lesley doesn't need to speak at the town meeting but she will be there as support and to answer any specific questions. The original CIP request was \$20,000 for the space study. Town administrators originally added \$8,000 to that cost to include town spaces in the study. The request has been cut back and is now \$25,000. Lesley hasn't heard that the town administrators cut anything from the library's operational budget.

V. New Business -

A. NHLTA Webinar - Kate did a webinar on ways to recruit younger board members. She found four suggestions that stood out - create a junior board of trustees aimed towards teens, changing meeting times to accommodate younger members, shortening terms because people may not want to commit to 3 year term if they have just moved to town, reaching out to adults at story times or other kids programs. Lesley shared information she has heard about building a board - having different backgrounds represented (legal, financial etc.), balancing gender, age, employment status, town involvement. Kate also wondered if the Friends of the Library could reach out to adults at story time to recruit more members.

B. 4th Quarter Online Book Sales - Lesley distributed a report showing that we sold 171 books, netting \$482.13, which averages \$2.82 a book.

VI. Reports -

A. Treasurer's Report - Steve distributed the February 2020 report. Steve moved to accept the reports and Susan seconded. Treasurer report were accepted unanimously.

i. Acceptance of Gifts and Donations - Steve moved to accept Annual Appeal Gifts of \$500.00 and Michael seconded. Steve moved to accept the Memorial Operating Gifts of \$745 and Susan seconded. Both gifts were accepted unanimously. Lesley shared that the Annual Appeal success was about the same as last year.

B. Director's Report - Lesley distributed her report and shared some highlights. The Library Lovers Month celebration was very successful, well attended and brought in new patrons to the library. This year is the 18th anniversary of voter information night. She will be attending

the Public Library Association conference next week. There is now a small QuickBooks station set up on Lesley's desk for the BOT Treasurer to use.

VII. No Executive Session needed.

VIII. Next Meeting - The next meeting is scheduled for Monday, March 16, at 6:30pm.

IX. Adjournment - Steve moved to adjourn and Susan seconded. Motion approved unanimously and meeting was adjourned at 7:37pm.