

Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
Monday, May 23, 2022.

Meeting held @ Wiggin Memorial Library

I. Call to order—Chair Susan Wilbur called the meeting to order at 6:32 pm

Attendees in person—Library Director Lesley Kimball, Library Trustee Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, and Library Alternate Trustee Michele Corti.

Attendee via Zoom: Library Alternate Trustee Kathy Bower.

Absent this evening: Library Trustee Kate Kim and Library Alternate Trustee Mike Deutsch.

~Welcome guests. No guests were in attendance this evening.

II. Review /Adoption of Minutes of 4/18/2022

Dree Sherry moved to adopt minutes as written. Connie Gilman seconded the motion. All voted in favor and the motion to adopt the minutes was passed and accepted.

III. Old Business:

a. Policy Review

- **Personnel:** After some technical difficulties were resolved, Kathy Bower rejoined the meeting. Attention was directed to the grid presented to the Board with specific needs highlighted that need the approval of the Board after review. Kathy Bower identified specific language that needed to be altered to more effectively reflect current standards and comparison to the language in the Personnel Policy used by the Town. Among items discussed were personal leave, the use of short-term disability, and physical disability. It was suggested that, although this has been a long process and the staff is anxious to review the changes, no changes will be made until after the draft has been reviewed by legal counsel. After those changes are made the policy can be distributed to the staff. Employment classifications are still unclear and don't reflect employment status based on numbers of hours worked per week. In the future using "full-time" and "part-time" as classifications will not be used to avoid confusion. Kathy Bower wanted to acknowledge the enormous effort made by Michael Hunter in reviewing this policy. Lesley Kimball will send this most current draft off to the lawyer.

- b. Fund raising:** Connie Gilman opened the discussion about the Mystery Book Sale. She had met with Patti regarding the number of books we currently have in donations and what we need. Suggestion was made to collect until Labor Day, sort by authors and store the donations in the storage room. Connie suggested having bags of various sizes to accommodate all sizes of books. She proposed that the Board coordinate efforts with the Friends of the library by contributing to their bake sale and the yard sale that is scheduled for October 15th.

Ana Makabali reported on her research on generating funds for the library at Chipotle where a 33% of the night's intake would go to the library. Three hours of the sales on a Friday, Saturday or Sunday would be designated to benefit the library. Most likely this would be best in the fall. Chipotle would help with the promotion. Connie will speak with Scott regarding previous fund-raising activities for goals and ideas.

- c. Distribute budget timeline/roles/ responsibilities: Lesley will send out as a document.

IV. New Business:

- a. Priorities/Values, Mission discussion: Lesley Kimball reviewed and explained. The BOT will review and vote on this item at the next BOT meeting on June 20, 2022.
- b. Staff appreciation event: Ana has done the research on this idea with the suggestion that it be held at the 110 Grill in Stratham sometime in June. She will put out an email with a suggestion of three different dates to see which date can accommodate the largest number of people. The time of the event and who would the invitation include [staff only? Spouses? Children?] was discussed. Ana also directed the members' attention to the list of suggestions Amanda Price had generated about ideas for showing the staff the library's appreciation for their work. Following this was some discussion about how to greet the new librarian who will begin working at Wiggin on June 20th.
- c. Friends of the Library/Trustee liaison: suggestion was made that if one person was not permanently available to function as the liaison, perhaps the members of the Board could rotate attending Friends meetings. The chair of the Friends will ask if someone could come to the Board meetings. Lesley said Scott can generate an email regarding this.
- d. Report on NHLTA conference attended by Dree Sherry, Susan Wilbur and Ana Makabali on May 10, 2022: Each attending member highlighted information gained in the workshops.

- V. Director's Report:** Lesley reported that there is a lot to do with grant fund applications. She referenced the Community event taking place June 5th from 2 to 4. The event is Imagine Stratham in conjunction with NH Listens for discussing how to make Stratham better and to voice what makes Stratham a desirable place for them to live. It will be followed by a "make your own sundae" event in Room A at the library.

- VI. Treasurer's Report:** Discussion took place regarding specific wages and rates with a structure planning for the future. Any changes in pay rates would be done by the Board. Connie made a motion to increase the rate to make all the Circulation Assistants and Youth Services Assistant positions the same rate at this time. Susan seconded the motion. A motion was made to accept the \$200 donation made to the library. Dree moved to accept and Connie seconded. Lesley asked the BOT to approve for time off during the end of August, most likely August 18 to August 29

- VII. Next meeting June 20, 2022.**

- VIII. Adjournment:** Connie moved to adjourn. Susan seconded the motion. All were in favor. Meeting adjourned at 8:40 pm.