

Wiggin Memorial Library

Stratham, NH

Board of Trustees Meeting Minutes

Monday, July 18, 2022 at 6:30 pm

Meeting held at Wiggin Memorial Library

I. Call to order—Chair Susan Wilbur called the meeting to order at 6:33 pm

Attendees in person—Library Director Lesley Kimball, Library Trustee and Chair Susan Wilbur, Library Trustee and Secretary Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, and Library Trustee Kate Kim

Attending via Zoom: Library Alternate Trustee Michele Corti and Library Alternate Trustee Kathy Bower.

Absent this evening: Library Alternate Trustee Mike Deutsch

Welcome guests--Attending tonight are Scott Campbell, Amanda Price and Steve Butzel. Steve introduced himself to the individual Board members so no introduction was needed at the start of the meeting.

II. Review /Adoption of Minutes for 6/20/22 and 6/27/22

Kate moved to accept the minutes pending changes discussed [consistent identification in the body of the minutes using either full names, first names or initials and a spelling correction]. Susan seconded. All voted in favor.

III. Old Business

- a. Hiring Bookkeeper**—Ana has been researching bookkeepers in the area and has engaged Patricia Sarcione. She is the bookkeeper for Hampstead, Plaistow, Sandown, Newington, Seabrook and Kingston. She will be coming to the library in person to help set up the system, pay the most current bills. Ana feels Patricia has the needed skills and qualifications to handle the various tasks of this job and to give guidance for the budget for the town and any audits that occur. Ana said that hiring Patricia also affords continuity as the Board moves forward and the make-up of the Board changes with new elected members. Kathy asked about presenting a Treasurer's Report for each meeting. Ana said that Patricia would produce a profit and loss statement that would allow a Treasurer's report to be presented each month. This month's report was in need of some corrections before being presented. Kate stated the need for the Board to be aware of donations being given to the library and processed before they are deposited. Kathy inquired as to what is the process of accepting and depositing donations? Is there a law that dictates how this is done? She would be willing to look for this information somewhere. The Board could create their own policy regarding donations but the Town may already have one. A suggestion was made to see if there is information regarding donations available through the NHLTA.

- b. **Hiring an additional page**—Scott had approached Susan regarding hiring a second page to move books on to the shelves and such. Currently there is a new page in this position who is doing well. The option of having two pages was considered during discussions about the budget and approved. The position has been advertised for two to three months.
- c. **Personnel Policy**—Susan has not heard from the lawyer but expects to have made contact before the August meeting. Kathy offered to reach out to the lawyer. She also asked Scott to share with the staff that the policy is still in process so they will know that the Board is still actively working on this.
- d. **Friends of the Library/Trustee Connection**—Since tonight's meeting was going to have a full agenda, Sharon Fish from Friends will join the Board meeting in August/
- e. **Fund raising**—Friends of the Library is having a yard sale on October 15th. The BOT will contribute to it as support. A table at the yard sale is \$25. In addition, the mystery book sale has also been set up in the hallway.

IV. New Business

- a. **Amanda Price** presented some printed materials and summarized the workshops she conducted with the staff. Phase Two has been completed with four 2-hour workshops conducted from 8:30 am to 10:30 am each time. She gave an overview of what the content of the workshops and what discussions and conversations were shared. One tool was shared for approaching individual projects which Amanda hopes the staff will employ with success going forward. Lots of work was done regarding communication styles, how to recognize those in self and others and how to access those styles to work more effectively and efficiently. Amanda has other materials she will be sure that all members of the Board have either through email or in print. One challenge that was discussed was how the lack of staff meetings impacted the ease of function of the staff. Amanda's recommendation was to make staff meetings regularly a focus. Kathy asked if Amanda would be willing to meet with the new Director when he or she is hired to discuss the strategies that were taught. Amanda referred to the suggestion to have Health Check meeting perhaps twice a year. Amanda could put together a list of questions to launch the discussion. The fact that the staff now consists of new members who were not employed during the challenges of the pandemic. Courtney might be willing to review the materials with the new staff. Scott made the suggestion that he share the materials used and offer access to the book the library bought at Amanda's recommendation. Kathy shared her thoughts about trying to create a way to pass the lessons along with any new staff. Kate voiced her thoughts about how this new path might be a welcome change from business continuing in the old way [pre-pandemic]. Amanda wrapped up her presentation at 7:17 pm.
- b. **Hiring Process**--Kate made a motion to move into non-public session in order to continue the business the Interim Director's search. Susan seconded the motion in accordance with RSA 91-A:3. All were in favor
Non public session began at 7:19 pm.
Public session was resumed at 8:49 pm after a motion by Kate was seconded by Susan. In addition, Kate made a motion to seal the non-public session minutes. It was seconded by Susan.
Kate and Susan shared information about the search for a recruitment firm to assist with the search for a new Director.

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Public session

Kate made a motion after some discussion to approach Steve Butzel regarding the position of Interim Director. Connie seconded. All voted in favor.

- V. **Director's Report:** The report will be tabled until the next Board meeting.
- VI. **Treasurer's Report:** The report will be tabled until the next Board meeting.
- VII. **Next meeting: August 15, 2022**
- VIII. **Adjournment:** Connie made a motion to adjourn the meeting. Susan seconded it. All voted in favor. The meeting was adjourned at approximately 9 p.m.