

**Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, August 15, 2022
Public Welcome**

- I. **Call to order:** Kate Kim acting chair for the evening, called the meeting to order at 6:33 p.m.

Attendees in person—Library Trustee Kate Kim, acting tonight as chair in place of Susan Wilbur who was absent this evening, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Trustee Alternate Kathy Bower, Library Trustee Alternate Mike Deutsch, Library Trustee Michele Corti and Steve Butzel, Interim Library Director

- a. **Welcome guests:** Joining the meeting was Scott Campbell, Assistant Library Director
- II. **Review/Adoption of Minutes 7/18/22, 7/25/22, and 8/1/22.** A motion was made to accept minutes as presented was made by Ana and seconded by Connie. All voted in favor.

III. **Old Business**

- a. **Personnel Policy Update:** Information about the previous discussions was reviewed by Kathy Bower including the significant amount of time that was spent with designations of full-time and part-time positions. The group was referred to the notes taken at the meeting with the lawyer, Tom Closson, on Monday, 8/8/22 and Susan and Kathy. Many questions were presented to Mr. Closson. His recommendations were related to wording particularly making the entire document more in alignment with regulations and laws.
- b. **Fundraising update (Chipotle/Mystery Book Sale):** Ana reported the date has been chosen for October 1 2022, a Saturday, from 4 to 8 pm. Ideas for publicizing this event were discussed. Connie reported ideas for continued donations to the mystery book sale. Scott reported that the sale continues. In addition, a collection of books is available for future book sales when needed. Further discussion took place regarding other sources and ideas for fund-raising including efforts in the past the were successful or not. More discussion will take place in the future.

IV. **New Business**

- a. **Salary Review:** Discussion was held for non-public session to take place after tonight's agenda items were reviewed.
 - b. **Digital Library Position:** The structure of this position was discussed with Steve making some suggestions about changing how the position is currently structured. IT issues in the meantime will be addressed by Steve, Scott and Lee, the IT person for the town. Other discussion points included responsibilities of the position, maintaining skills for this person and the staff and other considerations for filling this position.
- V. **Interim Director's Report:** In the short time Steve has held this position, his overall impression is that the environment is a positive one with loyal staff. Steve shared that the space study and all it entails has been a focus of his during this time. The current study was reviewed with Scott with more information needed including comparing the old and the new plans to bring more clarity to the subject. He also shared that he has met with the bookkeeper.
- VI. **Treasurer's Report:** At first glance, it appears the budget is on track for this point in the calendar. Steve will be looking more closely at each category. The addition of the bookkeeper will clarify and explain more the current budget status.
- A. Accept donations: There are four donations needing to be approved. [Two \$50 donations, one \$1500 donation and one \$25 donation. Total of donations: \$1625.] Ana made a motion that the total amount of the donations be accepted. Connie seconded it and all voted in favor.
 - B. Idea for Use of Bequest: Many ideas came up about how to use this money. Because of the amount of the bequest {\$5000} the discussion about how to use this money will be held until next month's meeting.
 - C. Creating a Donation Policy: Kate will review the records to see if a policy exists currently

At 8:18 pm Dree made a motion to move to non-public session to discuss the salary review listed on the agenda under "New Business". The motion was in accordance with RSA 91-A:3 II. Ana seconded the motion and all voted in favor of entering into non-public session.

The Board came out of non-public session at 8:41. Ana made a motion to seal the minutes from the executive session. Connie seconded. All voted in favor.

At 8:42 Connie moved to adjourn the meeting. Dree seconded it and all voted in favor.

The meeting was adjourned.

VII. Next meeting: September 19, 2022, at 6:30 pm.