

Wiggin Memorial Library

Stratham, NH

Board of Trustees Meeting Minutes

January 25, 2023

Public welcome

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

Attendees in person—Library Director Kerry Cronin, Assistant Director Scott Campbell, Library Trustee Chair Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Kate Kim, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Veronique Luddington

Library Alternate Trustee Kathy Bower and Library Trustee Ana Makabali were not in attendance.

II. Review and adoption of Minutes for 11/21/2022 and 12/02/2022. Some edits were cited. Susan moved to accept the minutes. Kate seconded. All voted in favor.

III. Book Drop Protection: An awning is on order to protect the new book drop. The cost is to be determined at another date.

IV. Trustee Vacancy: The filing date for this position began today [1/25/23]. The new position will be elected at the March town meeting. People are encouraged to seek out interested candidates to file.

V. 2023 Budget Update: Michele complimented Susan and Scott for all their work on this project. The budget presented to the Select Board and Budget Advisory Committee on January 9th was different from the one that was approved at the December Board meeting but is the accurate one.

Increases requested included the following:

- 4.4% pay
- 4% operational costs
- \$3900 for professional services
- CIP is a \$30K request [options for the use of this money includes the carpets cleaned and painting to be done in various areas.]
- Total budget request: \$560,842

VI. Policy Reviews: The review of several policies was put on hold during the past six months.

VII. Candidates' Night: Previously Lesley emcee'd the event and Sam attended to the technology. Scott asked a friend who is a professional outsource technology person if he would consider doing the set up. Kerry reached out to the town moderator to see if he could

help out at this event. Perhaps some money may be available from the town to offset the cost of this event. A small planning committee will be convening for this project. The evening is set for **March 7th from 6:30 to 8:30**. Details will follow.

VIII. Director's Report: Next Steps:

- Prior to Kerry's arrival, the Interim Library Director and assistant Library Director experienced a purchasing error resulting in a duplicate order for the book returns. Kerry reported to the Board the steps she has taken to date to minimize the financial impact. After speaking with both the manufacturer and distributor Kerry was able to negotiate a reduction in the restocking fee from 30% to 10%. WML will also be responsible for the delivery charges to Stratham. Due to damages incurred during the return shipping, the distributor has filed a claim with FedEx for relief and/or reduction in the return shipping fees. Kerry will keep the Board updated as she learns more.
- She met with the bookkeeper. Reports from now on will be clearer with the new system.
- The mystery expense at the M&T bank has been resolved.
- Youth Services –Kerry is tracking information on circulation
- Book Club meeting on MLK's last book was well attended and it was reported a really good discussion took place. Other activities in Stratham included the Quilts display at the Community Church. The display moves on to Ohio. The new Book Club meeting is to be announced later.
- The welcome reception for Kerry was discussed. It seemed during Library Lovers Week would be appropriate. It would be an Open House for the townspeople held from 4 pm to 6 or 7 pm. Refreshments and the providers of such were discussed. Also, the idea of kids' activities and a suggestion box were part of the discussion. A press release will go out when the date has been decided.
- A card to thank the Friends was passed around and signed by all. They raised \$302 at their Margarita's fund raiser. That equaled 20% of the sales from the patrons during this time.
- Looking ahead to the fall, the Friends are discussing the idea of a crafts fair.

- **IX. Treasurer's Report:**

- Kerry used the form that Steve previously used. She will review with the bookkeeper the numbers that were shown using Quick Books. The plan going forward is to review one full month in the report rather than half the current month.
- Donations have not been approved recently. Discussion about how to make the donation appeal took place. One suggestion was to make the appeal earlier, perhaps at the end of the summer when people are thinking about the return to school, home from vacations, etc. rather than in the middle of the holidays.
- Susan moved to accept the donations in the full amount of \$5970. Kate seconded. All voted in favor.

X. Other Business:

- Staff had asked about the library opening on a Saturday of a holiday weekend. What was the policy? What have been past practices? More discussion about reviewing policies that have been delayed. A recommendation for a Programming Policy was suggested including some of the forms Kerry has used for this purpose in the past.
 - Connie asked again about the Amanda Price workshop recommendations. Have those items been reviewed with the staff and Kerry?
 - Performance reviews were completed by Lesley and put into the personnel files. Personnel Policy includes yearly evaluations as a requirement.
- **Next meeting:** February 20, 2023
 - **Adjournment:** Susan moved to adjourn. Kate seconded it. All voted in favor.

The meeting was adjourned at 7:45 p.m.

Approved by the Wiggin Memorial Library Board of Trustees: 2/20/23.

