

**Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
November 13, 2023, 6:30 PM
Meeting held at Wiggin Memorial Library**

I. Call to order: Chair Susan Wilbur called the meeting to order at 6:34pm.

Attendees in person-Library Director Kerry Cronin, Library Trustee Chair Susan Wilbur, Library Trustee Connie Gilman, Library Trustee Dree Sherry, Library Trustee Ana Makabali, Library Trustee Veronique Ludington, Library Alternate Trustee Kathy Bower, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Gale Lyon.

Guests: Debi Carey, Shelver, introduced herself to the Board and left at 6:40 pm. Sharon Fish and Anne Cignoli, Friends of the Library (left at 6:57pm). Bob Lacoste, Sara Rosenthal, Kelly Touhey-Childress, guests (left at 8:20pm).

II. WML Staff- Debi Carey, Shelver:

Debi has been working at WML for one year, enjoys shelving and shelf-reading. She enjoys her coworkers and likes that she does not feel stressed in her position.

III. Review/ Adoption of Minutes for 10/16//23 Meeting:

Veronique motioned to approve the minutes, Connie seconded, all in favor.

IV. Subcommittees:

A. Fundraising:

1. Friends of the Library/ Oceanfront Gaming:

The fundraising committee met 3 times, on one of those times was the Friends and Skip Stearns (Historical Society), who was instrumental in guiding them through the application process with the NH Gaming Commission and Lottery Commission. Ann explained the long process for the Friends of the Library 501(c) to be accepted as a beneficiary and that Skip has recommended for them to be accepted as recipients of the profits of the Oceanfront Gaming Casino (10 days of the year chosen still to be determined). The Friends will have to be mindful of properly reporting the funds acquired through this process. Sharon reported that the November 4th Craft Fair helped raise about \$850.00 from the table sales, but that the advertising should be improved next year to get more visitors.

2. Annual letter- Giving Tuesday:

The Board reviewed 2 drafts of "Giving Tuesday" letters to be emailed to all patrons. Trustees discussed with Sharon (Friends of WML) delaying the Friends membership appeal that usually goes out at the same time but to a very small number of people. Sharon also recommended the Library outline some tangible asks/goals for next year in the mailing.

B. HR/ Policy:

1. Substitute Librarian Position:

Kathleen and Veronique reviewed the information provided by town counsel on the subject of paying a Library Page at a different rate when the person fills in the role of substitute Customer Service Librarian. The committee recommended that there be clarity and documentation about when any staff is working in the different role and therefore needs to be paid above their usual pay grade. Kerry will write a new job description for the role and present to the subcommittee.

for review.

2. Circulation Policy:

Kerry and the Board agreed to discontinue the practice of director's discretion waiving of non-resident fees in certain cases. There will now be a possibility of signing up for a 6-month or 1-year non-resident card. Borrowing period and Child age privileges have been updated to be more in-line with industry standards. Dree motioned to adopt the new Circulation Policy as proposed, Veronique seconded, all in favor. The Policy will be signed by all Trustees at our next meeting.

C. Board Development:

1. Update:

Ana reported on the subcommittee's effort to recruit new trustees for the Election next year (filing period Jan 24- Feb 2/ March 6th Meet the candidates night/ March 12 Town election), 3 prospective candidates joined the meeting today and there is one more person possibly interested. We discussed how to have more information out on what is expected from a trustee (Stratham Stroll Magazine, The Memo newsletter, flyers in the Library).

2. Pie Day:

Ana reported pies will be offered to staff on December 14, letters to staff will go out on November 27 with a Google Form for filling choices.

V. Director's Report:

After a short discussion, Susan made a motion to close the Library at 3pm on Wednesday November 22nd, Dree seconded, all in favor. The library will be closed until Monday, November 27th for Thanksgiving Holiday. Also the 2024 Holiday Calendar will be revisited at our December meeting.

Highlights of the Director's Report were: Veteran's Day program had 25 attendees, Kids Halloween program was a big success, special thanks to Heather for her puppetry talents, Racial Unity Exhibit Open House event had 25 people visiting.

A. Teen Librarian Position:

7 candidates were interviewed via Zoom, the 3 finalists will be interviewed in the next few days.

B. Budget Review:

We discussed getting the carpet replaced in the meeting room and hallway with funds appropriation dating from the 2019 budget, before those funds are returned to the General Funds at the end of 2023. Kerry is working to get a quote from GN Flooring and will get 2 more quotes for comparison.

Kerry presented a rough draft of the 2024 Budget. Veronique motioned to approve the 2024 Draft Budget to be presented to the Town, with a 3.38% operational increase and a 3% increase for payroll. Dree seconded, all in favor.

VI. Treasurer's Report:

Ana reported the 6 month CD has earned \$516.00 in interests so far, and the 3 month CD \$293.00. The 3 month CD will be converted to a 6 months one when it matures. Operating expenses should be around \$18K through the end of the calendar year and we have \$53K in the account.

Susan motioned to accept a total of \$575.00 in donations, Veronique seconded, all in favor.

VII. Nonpublic Session:

A motion to enter into Executive {Non-public session} was made by Susan based on reasons listed in RSA 91-A:3, II at 8:20PM. Dree seconded the motion. All voted in favor.

Executive Session began at 8:20PM.

Public Session resumed at 9:17PM

A motion was made by Susan to seal the minutes of the non-public session, Veronique seconded, all in favor.

VII. Next Meeting- December 18, 2023-630 pm at the Wiggin Memorial Library

A motion was made by Susan to end the meeting, Veronique seconded.

IX. Adjournment: Meeting was adjourned at 9:18PM.