

## **Wiggin Memorial Library- Stratham NH**

### **Minutes of the Board of Trustees Meeting**

**Thursday, February 16, 2017**

A regularly scheduled meeting of the Board of Trustees took place on Thursday, February 16, 2017, at Wiggin Memorial Library. The meeting was called to order at 6:37 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee and Treasurer Connie Aubin-Adams, Trustee Terry Reardon Pollini, Trustee and Secretary Steve Simons, Alternate Trustee Kate Kim, and Library Director Lesley Kimball. Not in attendance were Trustee Penny O'Sullivan, Alternate Trustee Nate Clinard, and Alternate Trustee John Dozet. Alternate Trustee Kate Kim was appointed the replacement for Trustee Penny O'Sullivan.

#### **I. Guests and Welcomes and Announcements**

There were no guests or announcements.

#### **II. Action Items**

- a) Approve January Minutes: The January minutes were discussed. Steve Simons moved to accept the minutes as written. Connie Aubin-Adams seconded the motion. The motion was approved unanimously.
- b) Approve Donations Received: Steve Simons moved to accept a total of \$1,572.00 in donations received in January. Connie Aubin-Adams seconded the motion and it was approved unanimously. This brings the 2016 Annual Appeal donation total to \$16,065.00 and expenses to \$156.80.

#### **III. Old Business**

- a) 2017 Budget: The Board of Selectmen will propose a 3.8% increase over the 2016 budget. This was the Trustees' budget proposal "#1b Lee". Steve Simons moved and Kate Kim seconded a motion to approve the "#1b Lee" budget proposal. The motion was approved unanimously.
- b) Approve Job Descriptions: Recommendations have been incorporated into the job descriptions. Connie Aubin-Adams moved to replace the current job descriptions with the amended job descriptions as per the previous review process. Steve Simons seconded the motion and it was approved unanimously.
- c) Book Sale Planning: A lengthy discussion was held regarding the organization of the book sale. It included length, number of sales per year, hours, dates, and responsibilities. Two possible dates for the Spring Sale were proposed: March 31-

April 1, and April 12-13. This will be revisited at the March meeting after discussions with staff and volunteers.

**IV. New Business**

Staff Recognition: The recognition sub-committee members Connie Aubin-Adams and Lesley Kimball will meet and present proposals at the March meeting.

**V. Reports**

- a) Treasurer's Report: Spending continues to be on budget. There were no significant items to report.
- b) Director's Report: A new format for the monthly newsletter will be launched this month. There will be two technology classes this month. A three-month daytime book discussion series will begin this month with the theme of novels about art and artists.

**VI. Executive Session:** A non-public session was not required.

**VII. Next Meeting:** Thursday, March 16, 2017, 6:30 p.m.

**VIII. Adjournment:** Steve Simons moved to adjourn the meeting. Terry Reardon Pollini seconded the motion and the meeting adjourned at 8:02 p.m.