

Wiggin Memorial Library
Minutes of the Board of Trustees Meeting

Tuesday, April 11, 2017

A regularly scheduled meeting of the Board of Trustees took place on Tuesday, March 11, 2017, at Wiggin Memorial Library. The meeting was called to order at 6:38 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee Kate Kim, Trustee Penny O'Sullivan, Trustee and Secretary Steve Simons, Alternate Trustee John Dozet, and Library Director Lesley Kimball. Not in attendance were Trustee and Treasurer Connie Aubin-Adams and Alternate Trustee Nate Clinard. Alternate Trustee John Dozet was appointed the replacement for Trustee Connie Aubin-Adams until she arrived at 6:43 p.m.

I. Guests and Welcomes and Announcements

Newly appointed Alternate Trustee Anna Greenlaw arrived at 6:54 p.m.
There were no announcements.

II. Action Items

- a) Approve March Minutes: The March minutes were discussed. John Dozet moved to accept the minutes as written. Penny O'Sullivan seconded the motion. The motion was approved unanimously.
- b) Approve Donations Received: There were no donations received.

III. Old Business

Lee Beauregard will send a letter to former Trustee Terry Reardon-Pollini thanking her for her service to the Library. An article will be sent to the local press thanking Terry Reardon-Pollini, Bruce Cotter, and Vicki Marbacher for their service. This will be a continuing procedure for retiring Trustees. All former Trustees will also be invited to Staff Appreciation Days.

IV. New Business

a) Election of Officers:

- 1. Penny O'Sullivan moved, and Steve Simons seconded, a motion to elect Lee Beauregard as Chairman. The motion was approved unanimously.
- 2. Lee Beauregard moved, and Penny O'Sullivan seconded, a motion to elect Connie Aubin-Adams as Treasurer. The motion was approved unanimously.
- 3. Steve Simons moved to elect Kate Kim as Secretary. There was no second. Kate Kim moved, and Connie Aubin-Adams seconded, a motion to elect Penny O'Sullivan as Secretary. The motion was approved unanimously. Kate Kim agreed to be Penny's backup.

The Board expressed thanks to Julie Simons for her assistance in producing the minutes.

- b) Personnel Policy Review (due 6/2017): Lesley Kimball provided a draft to modify the Personnel Policy. If there are no further changes, it will be brought for approval to the May meeting of the Board of Trustees.
- c) Credit Card Policy: Lesley Kimball will provide the Trustees, via e-mail, a new policy on credit card usage. It will be addressed at the May meeting.
- d) Town Meeting Update: The Town budget was approved, but did not include all of the Library's requests. The Town did approve bringing the part-time staff salaries up to the State average. Next year's goal will be to bring full-time staff salaries up to the State average.

V. Reports

- a) Treasurer's Report: Spending continues to be on budget.
- b) Fundraising Report
 - 1. Book Sale: Volunteer sign-up is available online.
 - 2. The in-Library book sale has become very successful. Thank you, Patti Walker, for making it so. Sales in 2016 increased 30% over 2015 and 150% over 2014.
- c) Director's Report
 - 1. Combined print and digital usage remains constant. Popular digital applications include Brain HQ, Lynda.com (on-line training) and Overdrive.
 - 2. The Library has been invited to have a booth at the Ocean State Job Lot Grand Opening on May 6 at 8:00 a.m. Volunteers are welcomed to participate.
 - 3. Sara Arnold has set up a Story Walk at the Stratham Town Park. Pages from the book Owl Babies are on stations along the walk. Owl facts and pictures by Linwood Wickett are interspersed.

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

VII. Next Meeting: Tuesday, May 9, 2017, 6:30 p.m.

VIII. Adjournment: Steve Simons moved to adjourn the meeting. Connie Aubin-Adams seconded the motion and the meeting adjourned at 7:53 p.m.