

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

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

**Thursday, March 16, 2017**

A regularly scheduled meeting of the Board of Trustees took place on Thursday, March 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 Penny O'Sullivan, Trustee and Secretary Steve Simons, Alternate Trustee Nate Clinard, and Library Director Lesley Kimball. Not in attendance were Trustee Terry Reardon Pollini, Alternate Trustee Kate Kim, and Alternate Trustee John Dozet. Alternate Trustee Nate Clinard was appointed the replacement for Trustee Terry Reardon Pollini. Alternate Trustee Kate Kim arrived at 6:50 p.m.

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

There were no guests or announcements.

### **II. Action Items**

- a) Approve February Minutes: The February minutes were discussed. Steve Simons 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**

- a) Book Sale: Time for Set-up, Review Logistical Changes, Trustee Sign Up; Connie Aubin-Adams presented a detailed checklist for the book sale. It was very well done and will assure that all aspects of the sale will be achieved. Trustees signed up for duties for the May 12 and 13 sale.
- b) Staff Recognition Committee Report: Connie Aubin-Adams and Lesley Kimball presented a proposal for a library staff appreciation procedure. It was discussed and Connie Aubin-Adams will write and present a policy at the April meeting which will be included in the Personnel Policy at its scheduled review at the June meeting. Lesley Kimball will research longevity pins and present a budget at the April meeting.

### **IV. New Business**

- a) Personnel Policy for Review (due 6/2017): Lesley Kimball provided an updated (3/9/17) Policy Review Timeline. Trustees will review the Personnel Policy on-line and be prepared to discuss and approve it at the April Meeting.

- b) NHLTA Conference: Trustees who plan to attend the conference should fill out the application and return it to the Library promptly.

V. Reports

- a) Treasurer's Report: Spending continues to be on budget.
- b) Funding Report: Nothing to reporting.
- c) Director's Report: In observance of National Library Week, the Library will hold a Spirit Week. It will include, among other things, a T-Shirt Day, a Comfy Cozy Day, and a Hat Day.

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

VII. Next Meeting: Tuesday, April 11, 2017, 6:30 p.m.

VIII. Adjournment: Penny O'Sullivan moved to adjourn the meeting. Nate Clinard seconded the motion and the meeting adjourned at 8:02 p.m.