

**Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday, August 19, 2024, 6:30 PM
Public Welcome**

I. Call to Order / Welcome Guests

Meeting called to order at 6:32pm.

Attendees (all in person): Interim Library Director Heather Burroughs, Library Trustee Gale Lyon, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Trustee Heather Harvey, Library Trustee Sara Rosenthal, and Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathleen Bower

Absent: Interim Library Director Scott Campbell

Guests: Bruno Frederico, Terri Grijalva, and Christine Caldwell

Guests introduced themselves.

II. Review / Adoption of Minutes: 7/15/24 (<https://www.strathamnh.gov/node/643/minutes>)

Heather H. motions to accept minutes as presented, Ana seconded, all in favor.

III. Interim Director's Report

Heather provided the Director's report this evening. Summer reading program has gotten good feedback. Working on getting tool lending library organized. Still need to hire a 3rd library page, there hasn't been a lot of interest so may need to advertise more widely.

Library is still having trouble with email and text notifications to patrons so are having to call people and this is taking a lot more work for the library staff.

End of summer party is tomorrow.

Scott is working on some in person library events about AI. Banned Book month is coming up and Scott has selected "1984" and will plan some events around this.

Penny has agreed to lead a new book club called "My Wednesday is Booked" and it will not be book specific. Patrons can join to talk about whatever book they're currently reading.

CSA Meadow's Mirth pickup is going great and the patrons who are getting the boxes love it.

Facilities Update: some of the new carpet is coming up in places, and has stains. This is being looked into. The HVAC filters will all be changed soon.

There's progress being made on the bathrooms. Detailed planning session may take place as soon as 8/26/24. David Moore has said this is a priority and will be addressed this fall.

The select board has voted to fully cover the cost of the new door hardware to make the library door ADA compliant.

Connie and Scott have created a voter information bookmark to hand out in the library. Gale suggested also making the bookmarks available in the City offices as well.

IV. Friends of the Library Update

No Friends of Library meetings in July and August. Gale has been trying to encourage the Friends to be present at the library art exhibits because they made the art hanging displays possible. Some Friends will be present at the Garden Party tomorrow.

A. MOU Review/update - Heather H. researched MOUs and reported her findings. MOUs are not legally binding but are commonly used as an agreement between organizations forming a partnership. The ALA sample is based on statutes and outlines the obligations of the Friends and Trustees and is a well-balanced document that was used, along with drafts from Scott and Connie to form the current draft. Heather H. is willing to discuss this draft with the Friends.

Down the line it will be helpful for us (Trustees, Library Administration) to have a “wishlist” of items we would like to work on.

V. Director Search Report

Ana provided an update. We aren't getting a lot of traffic on the postings so far (most are on free sites). So far we have spent around \$200 (in last search \$6,000 was spent including the consultant fee that covered much of the search activities). Ana spoke with a representative from Indeed about their paid options (pay per click). You don't need to commit to a certain timeframe, and can pause at any time. Heather B. mentioned a NHAIS mailing list (through the state library) that she has seen job openings posted on. Heather H. brought up the possibility of posting on social media (if the library posts or shares to different social media sites). Kathy mentioned we might want to look at posting on some additional college/university sites with library studies remote programs and make it clear that we do not have funds for relocation assistance. Heather B. says that the library has Instagram and Facebook accounts that are active. Suggestion to have the library post the job posting on these social media accounts.

Lee B. has completed 9 of 10 staff interviews and the feedback so far is that it has been a very helpful, comfortable, honest process. Heather B. added that Lee told her that the staff all seems to be very consistent in terms of what they are feeling in regards to this search.

VI. Vision/Mission Statement Draft Review

A mission statement is a statement of purpose. Examples of several mission statements and drafts were provided (including the current WML Mission Statement) as a starting point for our discussion. Kathy noted that it is helpful for the mission statement to be terse so that staff

can succinctly and easily explain the mission of WML. Heather H. noted that the Mission Statement is mentioned in the MOU so we need to update the MOU with any changes.

VII. Treasurer's Report

A. Accept Donations \$157.95

Sara motions to accept donations, Heather seconds, all in favor.

Ana provided update. We received our last town appropriation for the year. Ana recommends reviewing the credit card policy (last updated in 2021). We have been disbursing funds to the Stratham Historical Society from the trustees of the trust fund (25% of the funds distributed to SHS historically). Last payment was in July 2023. The lawyer reviewed this with David Moore and recommended that we discontinue this practice. The decision has been acknowledged by SHS and WML Board of Trustees.

VIII. New Business

IX. NonPublicSession

7:41 Gale moves to motioned to enter into an executive (non-public) session per reasons listed in RSA 91A:3, II. Heather H. seconded. All in favor.

9:26pm Sara motioned to seal the minutes of the non-public session and return to public session, Heather H. seconds, all in favor.

IX. Next Meeting - September 16, 2024, 6:30pm

X. Adjournment 9:27pm

PUBLIC NOTICE: Agendas will be posted in two public places a minimum of 24 hours prior to the meeting (RSA 91-A:2, II) and minutes will be available to the public upon request within 5 days of the meeting (RSA 91-A:3). Every effort will be made to post draft minutes on the town web site within 5 days.

*NONPUBLIC SESSIONS: Meetings or portions of meetings that the public may not attend. Begin in a properly noticed public meeting. A motion for nonpublic session is made and seconded, citing the statutory reason, and a majority roll call vote is taken. Once in the nonpublic session, only the reason(s) cited in the motion may be discussed. Minutes must be kept and (unless the board votes to seal them) made available to the public upon request within 72 hours after the meeting, whether or not approved yet. RSA 91-A:3. Nonpublic sessions are allowed only for reasons listed in RSA 91-A:3, II, including: • Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee. • Matters which would likely adversely affect the reputation of any non-board member. • Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality. • Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled. • Preparation for and carrying out of emergency functions related to terrorism.