

**Wiggin Memorial Library**  
**Board of Trustees Meeting**  
**MINUTES**  
**Monday June 17, 2024, 6:30 PM**  
**Public Welcome**

I. Call to Order / Welcome Guests 6:29pm Veronique calls the meeting to order  
Attendees (all in person): Interim Library Director Heather Burroughs and Interim Library Director Scott Campbell, Library Trustee Veronique Ludington, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Trustee Heather Harvey, Library Trustee Sara Rosenthal, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Gale Lyon.

Absent: Alternate Trustee Kathleen Bower

II. Review / Adoption of Minutes: 5/20/24 (<https://www.strathamnh.gov/node/643/minutes>)  
Veronique moves to adopt minutes as presented. Sara seconds, all in favor.

III. Interim Director's Report

Planning to re-open Saturdays in July.

Heather plans to place staff meetings on hiatus for July and August, and will consider changing the day of staff meetings so it doesn't fall the morning after the Board of Trustees meetings (it is challenging to have a late night meeting followed by an early morning meeting). Heather also asked for the library staff to have 1/2 day off after the staff appreciation luncheon. Last summer the rest of the town staff had the 1/2 day off following the luncheon but the library staff had to report back to work.

Vero moves to allow the library staff to participate in the staff appreciation luncheon and 1/2 day off at a future date to be determined. Heather Harvey seconds, all in favor.

Scott reports summer reading program has been in effect for 5 days and already 76 kids are signed up. Children's dept. has done some reorganizing and has gotten good feedback.

Library front door is not staying open when the button is pushed. It has been looked at and is very old with several problems, so the town will likely replace the door/mechanism to comply with ADA.

2 library computers are being replaced soon by the town (from capital improvement funds). There are still several computers in urgent need of replacing that the town has agreed to replace (timeline unknown).

Meeting on 20th to discuss the current website and necessary updates/changes.

Discussion of updating social media policy with more guidance on staff and trustee interactions/presence on social media. Brought up the possibility of not allowing comments on library posts and only posting information.

IV. Friends of the Library Report

The Friends is receiving donations in memory of a long-time member of the Friends. Denise (president of the Friends) wants to thank everyone for the contributions. Donations directly

to the library go to the library funds, but most of the donations are going to the Friends.

Discussed draft MOU for relationship between the WML and the Friends. Once the draft is refined this can be revisited at a meeting with representatives from the Friends.

#### V. Report from NHLTA Annual Conference

Trustees who attended the NHLTA Conference gave brief updates of main points from sessions that were attended and how they might apply to WML and the WML Board of Trustees. Important points included: having a strong communication/social media policy; having a clear MOU between BoT and Friends, continue to review policies, contracts for employees.

#### VI. Treasurer's Report

A. Accept Donations Vero moves to accept donations totaling \$300.00, Heather H. seconds, all in favor.

We received \$4349 from Cambridge Trust for Library Trust Fund disbursement. It will be deposited this week.

Town of Stratham gets audited this time of year every year and the library is included in that.

#### VII. New Business

Vero discussed sick time bank with some town officials and they used to have one but discontinued it with a change in sick time allowance. Christiane can provide the documentation of how the town's sick time bank functioned and we can use that as guidance if we decide to form something for the WML. The town administration had a good experience with the sick time bank and it was advised to have very specific guidelines for what qualifies, how often people can request time, how much people can donate, etc.

Connie suggested a thank-you card for the friends.

#### VIII. Non-Public Session

8:04 pm Vero moved to enter into executive (non-public) session per reasons listed in RSA 91A:3, II, Sara seconds, all in favor.

9:09pm a motion was made by Veronique to seal the minutes of the non-public session and resume public session, Heather seconded, all in favor.

9:10 pm public session resumes

#### IX. Next Meeting - July 15 , 2024 6:30 PM room TBA due to usual room in use for a program.

#### X. Adjournment: Meeting adjourned at 9:10pm.

**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 repu-

tation 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.