

**Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday October 21, 2024, 6:30 PM
Public Welcome**

I. Call to Order / Welcome Guests

Gale called the meeting to order at 6:30pm

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, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Kathleen Bower, Library Alternate Trustee Terri Grijalva

Guests: Christine Caldwell, Sarah Bedingfield

II. Review / Adoption of Minutes: 9/16/24 (<https://www.strathamnh.gov/node/643/minutes>)

Heather Harvey moved to accept the minutes of the 9/16/24 meeting. Ana seconded, all in favor.

III. Treasurer's Report

Ana reported that our CD has 13 month yield of \$5982.69.

The library wrote a check for \$934.47 to the Friends for donations received by the library that were intended for the Friends in memory of Pat Albert.

Donations of \$114.35. Heather Harvey motioned to accept the donations, Sara seconds the motion. All in favor.

We need to vote to renew the second CD expiring in November. We can renew for another 6 months (Currently 4.75% interest). Gale motions to renew the CD for 6 months, Heather H. seconds. All in favor.

IV. Interim Director's Report

Heather B. provided this update. Scott Campbell is officially on leave. The town is investigating moving forward with a new website. Scott was going to be our representative, but is on leave. Penny has volunteered to be the new rep for the library on this project. Gale added that Scott has been working to contact different vendors for this website project and we will work to get the information to Penny. The new website will likely cost more than has been budgeted for. The Library does require some degree of complexity for the website (more-so than the other town departments).

We're now down another full-time staff member. Several staff people have stepped up to cover additional responsibilities in the meantime.

Gale and Heather have started the staff evaluation conversations this week. They should be completed over the next week or so with the exception of Scott.

Budget is coming up, and this will be Heather's first time doing the budget at WML and she will be working closely with Christiane.

The Friends have a gift basket raffle fundraiser at the front desk, please spread the word.

There are some events coming up that could use some volunteers: Wednesday 23rd, teen Halloween party. Kathy B. said she can help at the Teen party. Tuesday the 29th there's a kid's Halloween party. We could use 3 additional people to help. Gale will help and Teri can also help. Also recommended reaching out the kids who recently completed the babysitting course.

Kathy and the trustees thank Heather B. for her hard work on all of these issues and the staffing. Regarding staffing, Heather B. said the staff has been amazing at stepping up and offering to help however they can to help with the staffing shortfall.

V. Friends of the Library update

Connie provided the update on the Friends of the Library meeting. They are still in need of a secretary. They have tabled the discussion of creating a logo for the time being. There was a large meeting in Exeter with members of different Friends organizations from the area and they spoke about fundraising.

The group was asking about the latest info about the Casino fundraising. Skip Stearns has been watching for the check to come in, and Heather B. reported that the latest check came in a few days after the last Friends meeting, and it was around \$5,000.

Gale reported on the MOU with the Friends. Several members of the Friends brought up some changes in wording accompanied by robust discussion. Some NH municipalities have a separate foundation for capital improvements for the Library, and some of the Friends wanted to remove "facilities" from the MOU. Heather B. wondered if they're using a more narrow definition of "facilities" (to mean the building itself, steaming the carpets etc.), while they remain interested in projects that beautify the facilities. Kathy mentioned that if we remove the word "facilities" from the MOU it doesn't preclude them from donating money to contribute to projects that are related to library facilities. The trustees hope for the MOU to facilitate a 2-way conversation between the friends and the Library trustees.

VI. Old Business

A. Vote on Personnel Policy Revision

We voted in May on some revisions to the Personnel Policies, but we did not sign the changes at that time. Heather reminded us of the changes we had approved earlier and passed around the signature sheet so we can add our signatures.

B. Director Search Update

Kathy B. began by summarizing the field of candidates that was narrowed down to 7 candidates, 2 dropped out. 3 people had initial interviews, and 1 strong candidate

emerged from these interviews. This candidate lives out of state and is very interested in coming to New England and has family ties here. They have done a lot of research on the area and our own policies. Another very strong local candidate has emerged. We are optimistic that we will be able to move forward with an offer within the month. Gale is hoping we can continue with our plan to have the candidate give a presentation to local stakeholders, while also continuing on our tight timeline.

C. Staff Review Conversations/Schedule

Everyone is scheduled to be completed by this Thursday, except for Scott who is on leave. Everyone has completed their self-evaluation. Gale said the process has been great for learning how the staff is feeling, how they would like to grow.

D. Strategic Planning: Review of Suggestions Revisions to MOU - we discussed this in the Friends of the Library update.

E. Bathroom Renovation Status Report

Town Manager put Michele, Gale and Scott in touch with Tim Stephens (head of DPW), and they had a meeting to discuss the plans for the bathroom. RFP has gone out, deadline is this Friday, Oct. 25th. They expect to have at least 2 proposals by the 25th.

F. Pie Day - The pie supplier Valley View Orchard Pies can't do November due to the Thanksgiving holiday. Staff, Pages, Bookkeeper, Volunteers will be included (about 15 people). Last year we spent about \$300, prices have increased a little since last year. November 25th orders would need to be in, and December 12 would be the delivery day (December 13 if there's a snow/weather delay) We also need Holiday cards. Michele will look for cards.

VII. New Business

A. Holiday Schedule for 2025

Heather B. reviewed the holiday changes that were previously agreed on and asked if the library should also be closed on Saturday, July 5th this year, since July 4th falls on a Friday. The trustees agreed that it would make sense to be closed July 5th, 2024. Heather H. moves to approve the list of proposed holidays for 2025 as presented. Ana seconds. All in favor.

B. Review of NH Statute re: Minutes' process

There's a new NH Statute that we need to have a procedure for reviewing the minutes from closed sessions. We discussed the need to create our own policy for this, suggestions included appointing one trustee each year to review the minutes from the closed sessions. Gale and Sara will research the needs to meet the requirements of this new statute.

VIII. NonPublicSession

8:00pm Sara moves to close the public session and move to a non-public session for reasons listed in RSA 91A:3, II. Heather H. seconds. All in favor.

8:32pm Sara moves to seal the minutes of the non-public session, and return to public session, Gale seconds. all in favor.

IX. Next Meeting - Monday, November 18, 2024, 6:30pm

X. Adjournment Heather moved to adjourn the meeting at 8:33pm, Ana seconds, all in favor.

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.