

**Wiggin Memorial Library**  
**Board of Trustees Meeting Minutes**  
**Monday November 18, 2024, 6:30 PM**  
**Public Welcome**

- I. Call to Order / Welcome Guests: Gale called meeting to order at 6:26pm  
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: Sarah Bedingfield, Susan Fairbanks, Sharon Fish
- II. Review / Adoption of Minutes: 10/21/24 (<https://www.strathamnh.gov/node/643/minutes>)  
Connie moved to accept the minutes of the October meeting as amended. Heather H. seconded. All in favor.
- III. Interim Director's Report  
This is Heather B's last report as interim director.  
The credit card company did not cash one of two checks that were sent for last month's bill and there are late fees currently on the account but Heather will straighten this out tomorrow when her contact at the bank is back in the office. The same thing happened to the checks from the Town last month (two checks have been lost).  
Heather is working on getting a new public computer to replace one that has become non-functional (unable to log in).
- IV. Treasurer's Report  
CD 14 month yield of \$6,403.86.  
Sara motions to accept the donations of \$13.36, Gale seconded, all in favor.  
We have a new contact at TD bank Christina Duane, VP, Government Banking Relationship Manager.  
Recruitment spending for new Library Director totaled \$1,220.00.  
There is one item (Misc. Expense) that was over-spent. This was because of a previous legal fee that was carried forward and the recruitment spending that wasn't budgeted for, but the total spending is ok.  
Gale, Heather B. and Christiane have been working on the budget. Recommended carrying forward flat-funded budget from last year.
- V. Friends of the Library update  
The next Friends meeting is tomorrow. Their last meeting was discussed at the October Trustees meeting.
- VI. Old Business
  - A. Staff Review Conversations  
Heather B., Gale and Kathy have met with all of the staff to have their review conversations. All of the staff were overwhelmingly positive (even when bringing up issues). They have obvious pride in how they came together to keep serving our

community during the recent challenging times at the library. The staff are very interested in cross-training so they can help each other out more effectively in the event of future challenges. Gale and Kathy will meet with Scott when he returns from leave. They would also like to receive feedback from trustees regarding strengths and weaknesses.

One major theme was that the job descriptions really need to be updated with an eye for consistency. Kathy brought up that we should give Steve some time to adjust and determine if anything needs to be restructured before we update the job descriptions, but we will keep this on our to-do list.

B. Budget Planning Status (this was discussed in the Treasurer's report)

C. Bathroom Project

Tim Stephens (public works?). Two vendors came to gather information regarding the RFP, both were very interested. Only 1 came back with a quote: \$110,000. David Moore said if we can come up with an acceptable proposal in the \$60,000 range he would feel comfortable for the town covering the \$40,000 (and the Library spending the \$19,000 we have in our budget for this purpose).

D. Holiday Pies for Staff

19 staff members and volunteers who will receive pies, total cost should be under \$350. Ana will reach out to staff for pie flavor preferences. Tentative dates: December 12 delivery date (Dec. 13 for snow day). We will need volunteers to distribute the pies, 3 large coolers, and 3 bags of ice.

## VII. New Business

A. Prep for Arrival of New WML Director (Steve Butzel) on 11/25/24

Heather has been going through notes and updating a list of things needed to update Steve on where things stand, personnel policy, etc. so he has all of the crucial information when he starts on November 25. In conversations with Gale, Steve brought up the possibility of doing a half-day retreat with the trustees to hash out some issues we need to keep up on.

B. Michele mentioned that there was a great turnout for the Halloween party and lots of patrons were happy to see Trustees at the party. Gale recommended we continue to participate in library events as possible to maintain involvement.

C. BOT Committees

At the moment we have committees that were put in place by Kerry and Vero: HR (all policies and job descriptions), recruitment (met monthly with Kerry to discuss strategy for recruiting trustees); fundraising (may not be necessary as this is the purpose of the Friends). We need to look at our goals and how we can divide and conquer. Discussed possibility of replacing the "fundraising" committee with Public Relations committee to work on increasing public engagement with the library and trustees.

Kathy mentioned that the HR committee has created a charter for their committee. The group discussed that we may consider doing this for our other committees as well.

Susan Fairbanks brought up that we need to clarify the policy for handling of monetary donations for the Friends that are dropped off at the Library. This should be a discussion

between the Library and the Friends.

D. Recruitment of Trustees for 2025/2026

Key dates to remember: there is a filing period (normally end of February/Beginning of March — Candidates must file in-person). Voter Information Night normally 1 week before the election. We have several interested candidates: Gale, Sarah Bedingfield, Christine Caldwell and Terri Grijalva.

Kathy mentioned that we need to discuss transition planning for smoother transitions. We discussed the current financial reporting and that we hope to continue this format moving forward. We will discuss transition planning with Steve and also look into how other towns ensure smooth transition between trustees.

E. Online document storage discussion- Discussed possibility of using online cloud storage or dropbox to facilitate continuity in trustee transitions. Sara will investigate some options for this. Some ideas included folders for minutes, closed session minutes (limited access to trustees, increased security), committees, templates for minutes, important contacts (catering, pie day, etc.).

Heather B. suggested adding on-boarding and off-boarding checklists for trustees.

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

X. Adjournment 8:21pm Heather H. moves to adjourn the meeting, Gale 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.