

**Wiggin Memorial Library
Board of Trustees Meeting Minutes
Monday May 20, 2024, 6:30 PM
Public Welcome**

I. Call to Order / Welcome Guests

6:34pm Veronique Ludington called 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, Library Alternate Trustee Kathy Bower, and Library Alternate Trustee Gale Lyon.

II. Review / Adoption of Minutes: 4/15/24 (<https://www.strathamnh.gov/node/643/minutes>)

Vero moved to accept the minutes, Heather H. seconded, all in favor.

III. Interim Director's Report

Heather B presented proposal to temporarily curtail Saturday hours at WML for the five Saturdays in June (June 1, 8, 15, 22, and 29) due to staffing issues, no programming on Saturdays. Discussed this as a way to give the staff who have all been working extra to cover people out, etc. a break. Veronique moved to agree to temporarily close WML for the five Saturdays in June due to staffing shortages. Heather seconded. All in favor.

Scott presented the financial report which looks on track with 70% of budget remaining and 67% of the year remaining. There have been a few computer/technology issues. The town signed a 5 year contract for the printers and maintenance. Scott negotiated the 5 year contract with the same company for the same price and this includes preventative maintenance. Computers - one cohort of computers from 2016, and one from 2020. The town has agreed to pay to replace the older computers (8 computers from 2016 are the highest priority).

IV. Review/ Vote on Proposed Policies/ Updated Job Description

A. Updated Page Job Description - Heather presented the proposed changes to the Library Page job description to include more customer service responsibilities.

Vero moved to accept the updated page job description, Sara seconded. All in favor.

Additionally it was proposed to increase the library page pay rate from \$12.50 to \$14 per hour.

Vero moved to increase the pay rate as described, Heather seconded. All in favor.

B. Third Page Position - Feedback from library staff suggests that adding a third library page would be helpful (there historically have been 3 library pages). This would not negatively impact the budget for this 3-4 hour/week position.

C. HR Policies updates - Policy subcommittee presented proposed changes to several HR policies that reflect current practices.

Vero moved to accept the changes to HR policies as presented: Page 11, Bullet B: Paid Leave time; Page 16. Number 8; and Page 19, V. Other Policies. Sara seconded. All in favor.

V. Friends of the Library update - Scott described the most recent Friends of the Library meeting. They still need 3 officers. The Exeter Area Garden Club has agreed to oversee the Wiggin Grows program. They are interested in providing museum passes to be checked out from WML. Scott brought up the need to create a MOU between the Friends and WML. The discussion wrapped up with the need to create/update the vision for WML as a starting place for

a MOU/shared goals between the Friends and WML.

VI. Treasurer's Report - Ana provided treasurer's report. One CD was renewed on Friday for an additional 6 months. Next town appropriation coming up (the last for the year).

A. Accept Donations - None this month.

VII. New Business

VIII. Non-Public Session - 7:15pm Vero moved to enter into executive (non-public) session per reasons listed in RSA 91A:3, II. Heather seconds, all in favor.

Executive session began at 7:16pm.

8:37pm, a motion was made by Veronique to seal the minutes of the non-public session and resume public session, Heather seconded, all in favor.

Public session resumed at 8:38pm.

IX. Next Meeting - June 17, 2024, 6:30 PM

X. Adjournment 8:39 Vero moves to adjourn, Heather seconds. Meeting adjourned.

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.