

Wiggin Memorial Library

Stratham, NH

Board of Trustees Meeting Minutes

February 20, 2023

6:30 pm

Meeting held @ Wiggin Memorial Library

I. Call to order—Chair Susan Wilbur called the meeting to order at 6:35 pm

Attendees in person—Library Director Kerry Cronin, Library Trustee Chair Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali,, Library Trustee Kate Kim, Library Alternate Trustee Michele Corti, and Library Alternate Trustee Veronique Luddington.

Attending via Zoom: Library Alternate Trustee Kathy Bower

Susan opened the meeting with recognition of Kate Kim who has served on the Board in some capacity for seven years. This is her last meeting for the Board.

II. Review and adoption of Minutes for 1/25/2023. Susan moved to accept the minutes. Dree seconded. All voted in favor.

III. Updates

A. Trustee Vacancy on March ballot. Vero has placed her name on the ballot for Trustee. That would leave a vacancy for a Trustee Alternate.

B. Book drop: Kerry gave a recap about the implications for the book drop return. The overhang [canopy] over the new book drop has been installed and was paid for by the town. No cost was incurred by the library.

C. Voter Information Night [March 7, 2023 at 6:30 pm] Seventeen candidates have been invited to this event including the candidates for SAU 16 positions. Library staff members are working with Bob Glowacky of Exeter TV who will livestream the program to YouTube. There is a possibility that the program will also air live on Channel 13. This year Town Moderator David Emanuel will moderate the event and will be joined by representatives of the Exeter Area GFWC and students from the Exeter High School Youth and Government Club. We will pre-record the presentations by Town Planner Mark Connors and Town Administrator David Moore and make them available on the library's website.

- D. **2023 Budget/CIP:** The budget went in as proposed overall. David asked Board members to be present at the Town Meeting on March 10th. There is no preparation required of Board members. CIP --\$20,000 is requested for library improvements.
- E. **Personnel Policy:** Staff members expressed finding the Personnel Policy language under V. Other Policies, Short-term and Prolonged Closures [bullet #3] confusing. Kerry explained and presented a clarification paragraph that she and Susan drafted to be included in the policy. Susan moved to accept the policy changes as presented. Kate seconded. All voted in favor. Signatures of the current Board members were collected.
- F. **2023 Holiday Calendar:** Discussion took place regarding how holidays will fall during 2023, how to accommodate new holidays such as Juneteenth and how the occurrence of these holidays impacts the library days and hours and the staff. Town holidays differ from the WML calendar. Kerry and Susan will do more research and continue the discussion at next month's meeting.

IV. **Policy Reviews:**

A. **Gift Acceptance Policy**

B. **Investment Policy**

C. **Deed of Gift Form:**

Kerry shared forms she has used in the past for different policy needs such as the Deed of Gift for accepting donations of physical property versus money. Decisions regarding these items should be brought to the Board for a final decision. After further discussion a motion was made by Kate to accept forms A and C from above. Susan seconded and all voted in favor. The Investment Policy warranted further discussion including changing the time of the year the annual appeal goes out, reviewing the policy annually and putting it on the annual task calendar to insure it's done. Kate moved to accept the Investment Policy as is. Ana seconded it. All voted in favor.

V. **Director's Report:**

- A. **Saturday Pay:** Kerry shared that among the part-time staff, the extra pay for working a Saturday was preferred. The full-time staff preferred a day off to compensate for working a Saturday. The objective in establishing the policy would be to work toward a single day within the current work week to compensate full-time staff who work on Saturday.

- B. Additional items:** Kerry shared that the library now has re-established the scan-to-email service and fax service for patrons' use. This could be a revenue service especially for the library and a convenience for those who are currently working from home.

Kerry expressed her thanks for the reception at the Open House on February 13th. She enjoyed meeting the community members and seeing how many Stratham residents value their library.

- VI. Treasurer's Report:** Kerry shared that there are corrections needed to be made and she will email everybody when the corrected report is available.

A. Accept any donations

B. Procurement Guidelines/Credit Card Policy

C. Credit Card Switch

Some donations have been coming in via PayPal. \$250 has been received. Kate moved to accept these donations. Susan seconded and all voted in favor. Past PayPal donations will need to be reviewed to be sure that those funds have also been accepted by the Board. Fundraising ideas were brought up. Kerry would like to launch a new website; one that is easier to access. Further discussion about what would make the website better took place. Staff has been asking about donations for the Summer Reading program. Ideas for this were exchanged.

Also in process is a new purchasing and expenditure policy that will incorporate the current Credit Card Policy that Ana and Kerry are working to present to the Board next month.

Discussion of the credit card status took place. Currently the Wiggin Memorial Library has a business credit card that does not require the balance be paid in full monthly. This subjects the library to interest rate charges. After speaking with the bank representatives and Finance Administrator Christiane McAllister, Treasurer Ana Makabali recommended that the library switch to a commercial business credit at this time.

Susan moved to switch from the current business credit card to a commercial account. Connie seconded. All voted in favor.

- VII. Next meeting: March 20, 2023 at 6:30 pm**

VIII. Adjournment: Business was concluded. A motion by Susan to adjourn was put forth. Dree seconded it. All voted in favor.

The meeting was adjourned at 8:16 p.m.