

**Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
July 17, 2023, 6:30 PM
Meeting held at Stratham Historical Society**

- I. **Call to order:** Chair Susan Wilbur called the meeting to order at 6:30pm.
Attendees in person-Library Director Kerry Cronin, Library Trustee Chair Susan Wilbur, Library Trustee Connie Gilman, Library Trustee Dree Sherry, Library Trustee Veronique Ludington, Library Alternate Trustee Kathy Bower and Library Alternate Trustee Michele Corti. Not in attendance- Library Trustee Ana Makabali.
Guests: Rhonda Cunha, Head of Youth Services introduced herself to the Board and left at 640 pm.
- II. **Review/ Adoption of Minutes for 6/19/23 Meeting:**
Dree moved to approve the minutes of 6/19/23 meeting as written, Veronique seconded. All in favor.
- III. **Updates:**
 - A. **Historical Society Interest Disbursement:**
As a follow up to last meeting's discussions, Susan, Ana and Kerry went through the financials and were able to confirm that no interests were disbursed to the Historical Society for the years 2020, 2022 and 2023. The library is waiting for the 2023 income from the Library Trust Fund to be distributed by the Town and will send a payment to the Stratham Historical Society once payment from the Town is received. The total to be paid to the Stratham Historical Society is \$1,846.12 (\$576.53 for 2020, \$627.97 for 2022 and \$641.62 for 2023). Dree moves that the total \$1,846.12 be disbursed to SHS once the whole 2023 disbursement from the Town is received, Connie seconds. All in favor.
 - B. **Friends of the Library June Meeting:**
Connie attended, the Friends are receiving \$500 from the Fabulous Find, Kerry is planning to use those funds for a wall rail display for art in the library hallway. The Friends are also working on the NH Lottery through casinos fundraising program. The next meeting will be in September as the Friends are not holding meetings during the summer.
- IV. **Placework:**
 - A. **Presentation Debrief:** There were some concerns about a 2nd public entrance from garden and the ease of greeting all patrons/ managing front desk in an efficient way if there are entrances from different directions. Also a concern on having a central desk/working area is having staff not working the desk being able to do their duties undisturbed, Kerry will consult with staff and bring those concerns back to Placework. Other questions are making sure the Town has no plan of replacing the whole Town Building or even doing a building overhaul before going ahead with the renovation of the inside of the Library, Kerry had already asked David Moore and there are no plans for that.
 - B. **Bathroom Proposal:** Kerry shared the design proposal presented by Placework for a bathroom remodel, design alone would be \$12,500.00. We all agreed with Kerry that this is way too costly and Kerry has been already actively seeking an alternate solution. Kerry has discussed this with

Nate Mears and David Moore. David Moore is open to letting the Library use some of the Town's leftover ARPA funds if the remodel is done with longevity in mind(so it wouldn't have to be redone again when the library overhaul occurs). He also suggested the possibility of transforming one of the Town Hall's bathrooms into a "staff-only" bathroom, since part of the remodel of the bathrooms in the library was to accommodate that staff request. Nate Mears will work on finding the scope of the project and feasibility and then putting a bid out to contractors the Town has worked with in the past. We want to make sure that we have a fully ADA compliant bathroom and also think of our aging population in terms of accessibility (handrails, wider stalls, etc...). Kerry will continue the dialogue with Nate Mears and keep the Board updated. The Board made a point to recognize Nate Mears for all his support of the Library and is very thankful.

V. Director's Report:

Summer reading is very successful so far, 298 kids/teens signed up so far. The Volunteer Fair was very well attended and many have asked to participate again next year if the Fair is offered. Thanks to Town Custodian Jason Pond for installing the new story walk in the library garden. The Library is now fully staffed with Rhonda Cunha as the Head of Youth Services and Penelope Lee as the new part-time Customer Service Librarian, Penelope has a strong media/technology experience.

VI. Treasurer's Report:

There will be some correction to the Report next month as Kerry identified some discrepancies in the Miscellaneous Account.

The change of banks approved last meeting is being effected and the Trustees today signed the forms for TD Bank.

VII. New Business: Connie asked that we commit to a date for a staff lunch, we all agreed on Tuesday September 19 from 1 to 2 pm, the lunch will be offered in the Town Community Room and the Library will be closed to the public so all staff can eat together at the same time. We will work on catering possibilities and also small recognition gifts, we'll talk about our progress at the next meeting.

VIII. Next Meeting- August 21,2023, 630 pm at the Wiggin Memorial Library

IX. Adjournment: Meeting was adjourned at 820pm.