

**Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
August 21, 2023, 6:30 PM
Meeting held at Wiggin Memorial Library**

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 Ana Makabali, Library Trustee Veronique Ludington, Library Alternate Trustee Kathy Bower and Library Alternate Trustee Michele Corti.

Guests: Tricia Ryden, Adult Services Librarian introduced herself to the Board and left at 640 pm. Bob Lacoste (left at 820pm).

II. WML Staff- Tricia Ryden(20-year recognition):

The Board unanimously thanked Tricia for her 20 years of service and handed her a pin and a card. Tricia talked about her accomplishments: Staff recommendation blog, Monthly virtual book group, ordering Adult Fiction, organizing virtual programs and now spearheading a new program for Advance Readers copies of new books with Kerry.

III. Review/ Adoption of Minutes for 7/17/23 Meeting:

Dree motioned to approve the minutes, Connie seconded, all in favor.

IV. Updates:

A. Staff appreciation lunch:

Ana presented 2 different menus for Staff Appreciation Lunch September 19th 1-2PM, Menu A was chosen, tasks for preparation were divided between trustees. The library will be closed in the morning for staff meeting/ team building.

B. Bathrooms:

Kerry had more conversations with David Moore about bathrooms, it has been decided that a new set of doors will be installed farther in the Town Hall corridor so it gives access to both ADA compliant exit and single stall bathroom on the town side of the building. The plan is to renovate the 2 bathrooms in the Library as they are with making them ADA compliant. Nate Mears and the DPW are down 3 employees so they will not be able to do the work at this time, Kerry will talk to Nate and David to get more information to get bids from external contractors for the work.

V. Director's Report:

A. Staff Meetings:

Kerry asked the Board for the Library to be closed for couple hours one Tuesday a month on a 3 month trial period. The Board agreed and stressed the importance on being very clear on communication to the public about the closures via all media available.

B. Circulation Policy:

Kerry is asking the Board to consider making changes to the circulation policy to be in line with other libraries in the State, mainly: changing age for 1st card from 8 to 5 years old, eliminating

parental permission for movies, reducing loan period for new items from 3 to 2 weeks and adding a 6 month non resident card for \$35.00. these will be rediscussed at a later meeting.

C. Substitute Customer Service Librarian:

Kerry is asking the Board to consider allowing the Library to pay an existing library page at the rate of a Customer Service Assistant when said person would effectively do the duties of a CSA(Saturday or filling an occasional shift for an absent CSL). This would be on a need only basis. The Board agreed that it would be fair if the person is trained to do the tasks and needs to get legal advice to narrow down the verbiage of the new job description.

D. Highlights of July Report:

247 children and 49 Teens read 194,400 minutes, the Program was a success thanks to Crystal, Mary-Ellen and Rhonda. The amounts of funds budgeted for media and the Library's bookkeeper appear to be insufficient to meet the operating needs, as per our spending to date. One recommendation is to begin paying the library photocopier invoices with revenue from the income generating equipment. One of the pay per use online services, Hoopla, has been reduced to 3 uses per patron per month. The funds for paying the bookkeeper Patricia were also under budgeted due to a miscommunication last year.

Town appropriations will be paid in a 25% installment in January 2024 and the remaining 75% all at once after Town Meeting.

The walls in the hallway between town and children's room were repainted in white by Jason and the Art railing was installed, the first display will be from Racial Unity Team in November. Kerry presented at the SelectBoard Meeting in August.

Kerry went to "The Human Library" program at the Goffstown Library and will try to have the program at WML next year.

Kerry and Rhonda have been taking advantage of training with Koha to improve the system to best help the Library.

A Gardening Meet Up Program will be held at Goss Farm in Rye August 31st at 5 PM to give more information about Community Gardens.

VI. Treasurer's Report:

A. Changing Banks:

Ana has moved \$110K from the M&T Savings account to TD Bank to be converted in 2 CDs (3 and 6 months). There is still \$6,800,00 at M&T in the checking account as we are waiting for all checks to clear. Ana reports that customer service at TD is excellent.

B. Accept any Donations:

Susan moved to accept a \$200.00 donation, Dree seconded, all in favor.

VII. New Business:

A. Legal Correspondence re SHS Building:

This will be talked about at next month's meeting.

B. Board Succession and Development:

2 Trustee positions will open up next March, the Board discussed of ways to let patrons and residents know these positions will be available and maybe education about how our Town Library is run is a good place to start(through Newsletters, bookmarks, poster in Library building). Kathy suggested that new Trustees should not be given an officer position their 1st year so they can get more knowledge and confidence in their role first.

C. Library Director Contract(Non Public Session):

A motion to enter into Executive {Non-public session} was made by Susan based on reasons listed in RSA 91-A:3, II. Ana Makabali seconded the motion. All voted in favor.

Executive Session began at 8:21PM.

Public Session resumed at 8:52PM

A motion was made by Susan to seal the minutes of the non-public session, Veronique seconded, all in favor.

VIII. Next Meeting- September 18,2023-630 pm at the Wiggin Memorial Library

A motion was made by Susan to end the meeting, Dree seconded.

IX. Adjournment: Meeting was adjourned at 8:53PM.