

Wiggin Memorial Library

Stratham, NH

Board of Trustees Meeting Minutes

Monday, October 17, 2022

Meeting held @ Wiggin Memorial Library

6:30 PM

Public Welcome

I. Call to order—Chair Susan Wilbur called the meeting to order at 6:31 pm.

Attendees in person: Library Trustee and Chair Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Interim Library Director Steve Butzel, Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathy Bower and Library Alternate Trustee Mike Deutsch.

Library Trustee Kate Kim was absent this evening.

II. Review and adoption of Minutes for September 19, 2022

A motion was made to accept the minutes of the 9/19/22 meeting by Dree. Ana seconded it. All voted in favor.

III. Alternate Trustee Vacancy/Trustee Terms

A moment was given to thanking Mike Deutch for his service as a Library Trustee Alternate. Mike is moving to Florida and will no longer be able to serve as an Alternate.

An additional vacancy for an Alternate will be opening in March of next year. Reviewing the requirements for taking a post on the Board was done. An Alternate can be appointed. A Trustee must be elected. Some discussion took place regarding considerations [experience, background, skill set] for candidates to fill the upcoming vacancy and for the additional Alternate position in March.

IV. Fundraising Updates

a. Friends of the Library Yard Sale and Mystery Book Sale

Overall the Board's participation was seen as a positive experience for all. The event was well attended including by a number of people from out of town. Funds raised at the BOT's tables were donated to the Friends along with the cost of two tables that came from the Trustees fund.

b. Chipotle Fundraiser

The fundraiser was cancelled due to lack of staff at Chipotle. Despite efforts on behalf of Ana, Steve and Scott to communicate with the store manager and the field manager, there was no return communication. A form has been asked to be filled out in order for

Chipotle to present to the Board of Trustees a check as a donation in lieu of the fundraiser event.

c. Fundraising Subcommittee

The creation of the subcommittee will be put on hold for the current time.

d. Annual Appeal

Steve shared with the Board what he had found as the process Lesley had employed to contact potential donors. Discussion took place regarding whether to expand the appeal to a greater community and how that might be done. Further discussion took place regarding the merits of doing a wide spread mailing asking for donations. Some felt it was more effective to receive the requests in the mail. Maintaining the timing of Giving Tuesday [the Tuesday after Thanksgiving] as the target date was considered by all to be preferable. Kathy had previously helped craft the letter and would this time as well. In the past, Lesley signed the appeal letter.

Members of the Board agreed that this Annual Appeal would help the community feel that the library was “back in business” after so many disruptions during the recent years.

V. Library Staffing Updates

a. Supervisor of Circulation & Technical Services

The interview committee interviewed a promising candidate with lots of experience. References will be checked and if all looks good, an offer will follow. Salary will be as previously discussed and as posted in the job posting.

b. Library Page

Steve shared that he has interviewed one good candidate and is keeping three to four applications on file. The best situation would be to have three trained pages working instead of only two. Currently ten hours per week are covered with ten hours left untaken.

VI. Policy Review for 2022

a. Meeting & Display Policy [7/22]

The library now has two study rooms available. Lots of work has been done to make these spaces user friendly. There is a master calendar and the names of users of these spaces are not available for public view.

Steve will bring the updated policy to the next Board meeting for signatures.

VII. Interim Director’s Report/Budget Update

Steve gave an overview of the current status of several issues in the library. He shared that the staff was quite appreciative for the cleaning of the study rooms that had been done.

Among tasks/purchases made or planned for include:

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- An electrician will install a flood light on the patio
- A new carpet for the picture book area
- The consideration of a new functional book-drop receptable
- Circulation traffic is increasing although more people in the library is the goal
- Steve gave David Moore a preliminary sketch for the 2023 budget with a 3% increase for salaries and a 6% increase for operations.

VIII. Treasurer's Report

We are 80% through the year and approximately 74% of the gross budget has been spent. Only essential supplies are being approved. The grant spending is accurate.

a. Accept Donations

The report is not ready so this action will be put off until next month's meeting.

The Board was offered a tour of the new spaces that have been dedicated as study areas. Steve conducted the tour.

IX. Next meeting: November 21, 2022. 6:30 pm {Thanksgiving week}

X. Adjournment

Susan made a motion to adjourn the meeting. Dree seconded. All voted in favor. The meeting was adjourned at 7:22 p.m.