

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Monday, November 25, 2019**

**Present:** Library Director Lesley Kimball, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Trustee Michael Hunter, Library Alternate John Dozet, Library Alternate Kathy Bower, Library Alternate Beth Rohloff

**I. Call to Order / II. Welcome** - Susan called the meeting to order at 6:45pm and appointed Kathy, John and Beth as voting members of the BOT. Kathy offered to chair the meeting.

**III. Review/Adoption of Minutes** - Steve moved to accept the October 21, 2019 meeting minutes and Kathy seconded. Minutes were accepted unanimously.

**IV. Trustee 101: Intellectual Freedom / Censorship** - Beth presented the Library Bill of Rights from the American Library Association. The ALA's Office for Intellectual Freedom keeps track of challenges and censorship. Libraries are able to share data with them and they also offer challenge support for libraries.

Beth also shared WML's policy for an objection to materials. This is found in the Collection Development Policy, Section F. She also distributed the Request for Reconsideration of Library Resources form and the Staff Receipt Form. After a discussion with library staff, if the patron is still concerned, they can fill out this request form. Lesley shared that this form has not been filled out since 2000. Most WML patron concerns are solved before reaching that stage.

**V. Old Business -**

**A. Sweet Grass Fundraiser** - Lesley shared that the library did receive some orders before the first deadline of November 19. She distributed the order form and asked that the BOT spread the word about this fundraiser. The next and last order deadline is December 13.

**B. Library Lovers Month Celebration** - Lesley and Beth met to discuss ideas. Saturday, February 8, from 1-3pm, was chosen for the date. Ideas include a bake off (could be book themed cupcakes or cakes) (free for all entrants and patrons) as well as a raffle (fundraiser portion of the event). Baskets could be raffled off - themes could include wine, chocolate, books, cookies. Library would provide drinks.

**C. Outreach: Table at Town Meeting?** - Lesley needs to check with Dave Emanuel on this possibility. Town meeting is March 13.

**D. Review 3D Printer Policy** - Lesley distributed the revised draft. Steve moved to accept the revised copy of the 3D Printed Policy and Susan seconded. Policy was approved unanimously. A final copy was passed around for signatures.

**E. Director's Appraisal** - Lesley will check with Kate on the status.

**VI. New Business -**

**A. Request to close at 6p, 12/12, for Town Holiday Party** - Lesley shared that the town party will be at Sea Dogs in Exeter and starts at 6pm. Normally the library closes at 7pm. The BOT was all in agreement that the 6pm closing time is fine.

**B. Request for Eagle Scout Project Collection Box** - Lesley received a request to put a book collection box from a junior at Phillips Exeter who is an Eagle Scout and is working on a project to send books to Uganda. After a lengthy discussion, the BOT decided certain questions need to be answered before a decision can be made. Lesley will reach out to the student to get those answers.

**C. Recruitment** - Lesley reiterated that one position on the BOT will be available when Kate leaves. This position goes on the ballot in March. She distributed a list of potential candidates and asked the BOT for any suggestions they had. Kathy, John and Beth all stated that they would like to stay alternates. Lesley will also confirm when Susan's term ends and if she needs to run for reelection in March.

**D. Review & Sign Staff Appraisal Forms** - Lesley passed out some of the completed staff appraisals for review and signatures.

**E. Spring Book Sale** - Lesley checked the dates in April 2020 and if the sale is to happen in April, it will have to be April 17-18 with setup April 16. If any of the BOT aren't available then, please let her know so a time in another month can be scheduled.

## **VII. Reports -**

**A. Treasurer's Report** - Steve distributed his report. He noted that the Supplies line includes promotion and marketing. This year, more has been spent on those items - banners, ads, display supplies - so next year, promotion and marketing will have it's own line in the budget. It is not a concern this year as we have enough money to cover the overage.

**i. Acceptance of Gifts and Donations** - Steve made a motion to accept \$150.00 in donations and Michael seconded. Gifts were unanimously accepted.

**B. Director's Report** - Lesley distributed her report. An addition to the Staff section is the news that Sam received her second Hour of Code grant. Other highlights are that the staff training in September (on equipment usage) was very successful and Lesley sees staff putting that training to good use. She also distributed statistics on book sales and door counts/circulation.

The scheduled budget presentation for the library is Tuesday, December 10, at 6:00pm. Lesley and Kate will be presenting. Lesley noted that the 2020 budget process will be different from past years. She also asked that all BOT attend in support, if they are available.

## **VIII. No Executive Session needed.**

**IX. Next Meeting** - Monday, December 16, 2019, 6:30pm at the library.

**X. Adjournment** - Susan moved to adjourn and Kathy seconded. Motion approved unanimously and meeting was adjourned at 8:22pm.