

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Monday, December 16, 2019

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Trustee Michael Hunter, Library Trustee Joanne Ward, Library Alternate John Dozet, Library Alternate Kathy Bower

I. Call to Order / II. Welcome - Kate called the meeting to order at 6:38pm. Steve introduced and welcomed Michael Deutsch as a guest. Michael is planning to run for one of the open BOT positions in March.

III. Review/Adoption of Minutes - Steve moved to accept the November 25, 2019 meeting minutes and Michael seconded. Minutes were accepted unanimously.

IV. Old Business -

A. Sweet Grass Farm Fundraiser - Joanne shared that December may not be a good month as the company offers 20% off all month long in their store. Is there another month for this fundraiser? \$482.25 was raised this year, less than last year.

B. Library Lovers Month Celebration - Lesley shared more details. It will be February 8, 1-3pm. Steve's daughter is going to make a book theme cake. There will be some sort of a bake off, probably cookies. Lesley Blaney has agreed to be a judge, Beth will reach out to others for judging. Sam and Courtney are organizing a character costume and maybe a craft. Beth will also look into gift cards for prizes, seeing if places will donate them or sell them to us as a discount. There will be blank hearts for people to write what they love about the library. Blank hearts will also be included in the annual appeal letter so there will be some in place before the event.

Friends of the Library are planning a raffle around town meeting time so BOT may not want to do a raffle at this celebration, perhaps plan a raffle before the party or in the spring. Kathy suggested online raffles. Kathy is set to donate a Sweet Grass Farm basket, Lesley has a handmade quilt to donate.

C. Trustee Recruitment - Kate's term is up in 2020. There is a question of whether Susan was appointed to finish up Nate's year (2020) or his term (2021). Lesley will check with Joyce. [Follow-up: Susan was appointed for one year so in March 2020, there will be a one-year term on the ballot to finish out Nate's term.] Joanne's term ends in 2021, Michael and Steve end in 2022. Lesley will also confirm filing period. [Follow-up: Filing period is 1/22-1/31/20.] Kathy, John and Beth are still willing to serve as Alternates.

D. Budget Presentation - Kate and Lesley attended 12/10 budget presentations to present the library proposed budget to Select Board and Budget Advisory Committee. The next step is a Select Board meeting with CIP presentations (January 9). Then there are deadlines for warrant and citizen petitions ending in the town meeting in March.

E. Request for Eagle Scout Project Collection Box - Lesley did not hear back answers to the questions discussed at November's meeting.

VI. New Business -

A. Annual Appeal - Lesley distributed the annual appeal letter, created by Lesley, Kathy and Sam. It will go out this week to those who have given at least once in the past three years, those who are top borrowers in categories of children's room, adult fiction and adult non-fiction and those who have new cards. Should there be a community wide appeal in the future? Steve suggested asking Friends of the Library for help with time and money of sending out community appeal. Kathy suggested online requests, Lesley said we don't have emails for most of the patrons but suggested we might be able to use Little Green Light software to send out requests. She also encourages the BOT to share the letter with anyone who might want to support the library.

B. Distribute Bed Bug Policy Sample - Lesley distributed Hampton Library's policy for review/consideration. Hampton worked with lawyers and their insurance company to come up with this policy.

Does the BOT want to have a policy? Kate asked if staff wanted a policy. Lesley said they don't want bed bugs at all! The question is, in practice, how can the community be best served if this was to happen? Policy could help staff if this happens. Steve asked what changes staff would want to make to Hampton's policy.

Kate also shared concern about the portion of Hampton's policy that prohibits patrons from coming back into the library until the bedbugs are gone. and requests written documentation before allowing the patron back into the library. How does this affect the community and how does the library police this?

Lesley will review Hampton's policy in depth and share with staff to determine how they all feel about it. It is a challenging situation where it could be difficult to determine the origin of the bedbugs. Lesley will also ask for an opinion from Primex (risk assessment) and will review minutes from her library co-op's meeting on bedbugs.

Lesley also shared that evidence of bed bugs is visible in books. They can survive 1-2 years without food. Staff is now thoroughly flipping through and visually looking for bedbugs in each book that is returned. Kathy asked about book sale books. Lesley has discussed with staff that there isn't enough time to flip through all donated books.

C. Sharing BOT Tips - Joanne's friend is on another library Board and is curious about the WML BOT's success. Suggestion was made that they come to one of our meetings.

VII. Reports -

A. Treasurer's Report - Steve distributed his report. As of 12/11, 96% of the year has passed. Few of the budget lines are overspent. The library is at 9% below total of non salary expenses for the year. Joanne motioned to approve report, Susan seconded. Treasurer's report was accepted unanimously.

B. Director's Report - Verbal report this month.

VIII. No Executive Session needed.

IX. Next Meeting - Tentatively CIP presentation on Thursday, January 9, 2019, 6:30pm at the library, could have regular BOT meeting after. Lesley to follow up.

X. Adjournment - Steve moved to adjourn and Michael seconded. Motion approved unanimously and meeting was adjourned at 8:09pm.