

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Thursday, January 9, 2020**

**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 Beth Rohloff

**I. Call to Order / II. Welcome** - Kate called the meeting to order at 6:37pm.

**III. Review/Adoption of Minutes** - Susan moved to accept the December 16, 2019 meeting minutes and Michael seconded. Minutes were accepted unanimously.

**IV. Old Business -**

**A. Library Lovers Month Celebration** - Lesley, Beth and library staff have been working on plans for the open house celebration on 2/8/20, from 1-3pm. Lesley distributed notes on the plans. The bake off idea is on hold. Lesley is hoping to get 40-60 people, depending on weather. She mailed out paper hearts with the annual appeal letter and has received about a dozen back with "I love the library because..." Plans are to decorate the library with them. Kate still has photo booth props from last year that can be used again this year.

**B. CIP Presentation** - Lesley distributed a copy of the FY2020 Capital Improvement Program budget that is being discussed by the Select Board and Budget Advisory Committee on January 9. The library is asking for \$28,000 for the space study. Originally the request was \$20,000, the Select Board has included an additional \$8,000 to include the whole building in the space study.

**VI. New Business -**

**A. Vacation Payout Request** - Lesley will lose 25 hours of vacation time that she didn't get to take in 2019 and has requested a payout of those hours. The town and library personnel policies allow for these unused hours to be paid out with permission from the Board. Steve moved to approve Lesley's payout of vacation time and Susan seconded it. The motion was approved unanimously.

**VII. Reports -**

**A. Treasurer's Report** - Steve distributed the January 2020 report and the end of 2019 report. Steve moved to accept the reports and Michael seconded. Treasurer reports were accepted unanimously.

**i. Acceptance of Gifts and Donations** - Steve moved to accept annual appeal gifts of \$13,580.00 and operating gifts of \$470.00 and Joanne seconded. The gifts were accepted unanimously.

Joanne asked about the total income from the Sweet Grass Fundraiser. Lesley will provide that information at the next meeting. Suggestions were made to try the fundraiser around Mother's Day, Father's Day or Easter.

**VIII. No Executive Session needed.**

**IX. Next Meeting** - The next meeting is scheduled for Monday, February 17, but the library is closed. A new meeting date will be determined via email.

**X. Adjournment** - Joanne moved to adjourn and Steve seconded. Motion approved unanimously and meeting was adjourned at 6:58pm so Lesley and the BOT could attend the Capital Improvement Program meeting.