

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Monday, May 20, 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 Joanne Ward, Library Trustee Michael Hunter, Library Alternate Trustee Kathy Bower, Library Alternate Trustee John Dozet, Library Alternate Trustee Beth Rohloff

**I. Call to Order / II. Welcome** - Kate called the meeting to order at 6:35pm and welcomed Beth as a new Alternate Trustee.

**III. Review/Adoption of Minutes** - Steve moved to accept the April 15, 2019 meeting minutes and Michael seconded the motion. Minutes were approved unanimously.

**IV. Old Business -**

**A. Review BOT Work Calendar** - Dates for the fall book sale were discussed. October 3, 4 and 5 - first choice / October 24, 25 and 26 - second choice. Lesley will look into the room availability.

**B. Social Media & Internet Use Policies** - Lesley passed out final versions for signatures.

**C. Trustee Bylaws** - Regarding section D, b. which reads "... quorum to be 3 elected members", John asked for clarification that it can't be 3 alternate members. Lesley agreed and said that the alternates could fill out the remaining 2 spaces of voting members of the BOT but that the 3 for the quorum had to be elected trustees. Steve moved to accept the Bylaws as amended and Joanne seconded the motion. Bylaws were approved unanimously and sent around for signatures.

**Library Accessibility Policy** - Susan moved to accept the policy as amended and Steve seconded the motion. Joanne brought forward the question of whether section D was necessary. After discussion, it was determined that it was fine to leave it as is. Policy was approved unanimously and sent around for signatures.

**Equipment Loan Policy** - Circulating equipment is in the online catalog. Lesley is working on a descriptive list of equipment to be kept at the front desk. Michael asked what happens if a patron does not return the equipment - is that clear in the policy? Joanne asked about clarifying #1 to explain the difference between equipment available to town employees and equipment available to patrons and when do you need a library card.

After discussion, it was decided that Lesley would rewrite the policy to include two sections - one for town circulation equipment and one for public circulation equipment. To clarify Michael's question, the BOT came up with this statement for the policy. "The borrower is financially responsible for any damages incurred or for failure to return the equipment and/or its accessories. The library will determine the cost to repair or replace the equipment and/or its accessories."

## **V. New Business -**

**A. Trustee 101** - Lesley attended the NHLA Conference and shared an idea from other libraries regarding trustee continuing education. Each trustee takes a topic to research and explore and then presents their findings to the BOT with one person presenting each month. Some topic examples are freedom of information, fundraising, trustees' association, and advocacy. All agreed with that idea so Lesley will email out a list of topics from which the BOT can choose.

**B. NHLA Conference** - Lesley updated the BOT on her experience at the conference. One idea discussed at the conference was pop-up libraries... library outreach at busy times in the community. We could potentially do this at pizza nights in Stratham Hill Park or at events like the Food Truck Festival. Ideas discussed were to give away used books, offer sign ups for library cards, promote summer reading program, promote museum passes, bring large toys for activities and also have a donation jar at the table. Lesley will talk to Sam and Lucia about starting this at pizza nights.

**C. NHLTA Conference** - This conference is on 5/29/19. Michael and Susan would like to go but registration has ended. Lesley will check to see if they can be added late.

**D. RSA Changes** - Lesley presented some RSA changes regarding rules for posting meeting information and records retention. She will followup to determine if the BOT can be the governing body to make the final decision.

## **VI. Reports -**

**A. Treasurer's Report** - Steve distributed the report.

**i. Budget Lines and "Equipment/Hardware"** - Discussion followed regarding the equipment line of the budget. Lesley distributed a list of library equipment and what part of the budget each item falls under. Steve and Lesley will discuss and bring to the BOT their suggestions for whether any budget lines should be rearranged.

Steve moved to accept the fundraising and operating gifts totaling \$1493.00 and Joanne seconded the motion. Motion was approved unanimously.

**ii. Fundraising Account: Spending Plan** - Lesley distributed a 2019 Spending Plan she had created highlighting items that might need to be purchased with BOT fundraising money.

Lesley also distributed a report on the results of the book sales since 2010. She reported that we had received \$238.64 in the first quarter of the year from selling 48 books on consignment.

**B. Director's Report** - Lesley distributed the report. She highlighted that the Summer Reading Kickoff Program is June 19th at 5:30 and asked that the BOT attend in support of the program. She also highlighted organizational chart adjustments creating two new titles (Assistant Director II/Teen Services and Senior Children's Librarian) and

reorganizing some duties. These changes do not impact salary and do not impact supervisory roles. She will send out new job descriptions to the BOT soon.

Kathy distributed a draft of the email to go out celebrating Lesley's 20 years of service to the library as director. Tricia will send out the email to the library's mailing list and will also look into sending it as a press release.

**VIII. No Executive Session needed.**

**IX. Next Meeting** - Monday, June 17, 2019, 6:30pm at the library.

**X. Adjournment** - Steve moved to adjourn and Joanne seconded the motion. Approved unanimously and meeting was adjourned at 8:05pm.