

Wiggin Memorial Library
Stratham, NH
Board of Trustees Meeting Minutes
Monday, September 19, 2022
Meeting held @ Wiggin Memorial Library
6:30 PM

I. Call to order/Welcome guests

Chair Susan Wilbur called the meeting to order at 6:30 pm. The Board welcomed Sharon Fish, chair of the Friends of WML.

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

II. Review and adoption of Minutes for 9/8/22

A motion to adopt the minutes was made by Kate and seconded by Connie. All were in favor.

III. Fundraising

A. Friends of the Library -10/15 Yard sale

Sharon Fish asked the Board if there were any questions about the yard sale. The Board has purchased a table and will wear names badges to show support of this fundraiser. Some discussion followed regarding participants, items to be offered, etc.

Sharon stated that the Friends intended to support the BOT fundraiser at Chipotle on 10/1/22. She read the results of past fund raisers and the results of membership dues. She left the meeting at 6:43 pm

B. Mystery Book Sale

Connie reported that the book collection for the mystery book sale ended on Saturday, 9/17 at 3 pm. There is now a need to determine the next steps with the sale. Connie suggested a second table at the Friends yard sale for books.

C. Chipotle Fundraiser- Saturday, 10/1, 4 to 8 pm.

Ana contacted the principal of SMS to put ads to promote this event in the students' folders. Kate will take ads for her school as well.

D. Fund-raising sub-committee

Members of the sub-committee are Steve, Ana and Connie. Susan pointed out that the committee would also include the annual appeal. Steve shared information on past annual appeal amounts. A letter will go out for the annual appeal. The appeal is to obtain donations on “Giving Tuesday” which is the first Tuesday after Thanksgiving.

Further discussion took place regarding the results of the Book Sales in the past with details about how profitable they were and how the success of this effort has declined in recent years as well as the impact of collecting and then disbursing unsold books. The in-house book sale continues.

IV. Library Staffing

A. Supervisor of Circulation & Technical Services

Steve offered a chart of the structure of the library supervisors and departments to aid in the explanation of this position and the responsibilities. He further delineated considerations for making this a new position including impact on the budget and the function of the library currently and with this new position in effect. He asked for the Board to approve this proposal. Kate offered some other points to consider in light of the fact that the search is on for a new Library Director. Pros and cons were voiced for leaping on this as proposed or waiting until the new Library Director has been hired.

Susan made a motion to accept the proposal as presented. Ana seconded it. The vote was three in favor, one against and one abstained. The motion passed to move to filling the position of Supervisor of Circulation and Technical Services.

B. Director job description/Salary Range (Board Approval)

Kathy presented and reviewed the changes to the draft document. The Board reviewed and discussed changes. Kathy will make the edits/corrections. Susan moved to accept with changes as discussed. Dree seconded. All voted in favor.

Discussion took place regarding the salary range that would be available during the Director search. Steve presented a chart projecting the salaries for 2023. Further discussion about salary ranges, % increases of the budget and the increase for the assistant director’s position. Returning to the subject of the salary range for the Director Susan moved to accept a range of \$80 to \$100K. Kate seconded. All voted in favor.

C. Ideal Candidate Statement (Board Approval)

Kate made changes as suggested. Susan moved to accept the statement with approved revisions. Ana seconded. All voted in favor.

D. MRI Contract (Board Approval)

The search committee will meet on Thursday, September 22, 2022. The committee is comprised of David Moore, Connie Aubin-Adams, Kate, Susan, Courtney, Cindy and Karen. The committee asked that they be allowed to seek assistance from the agency at their discretion. All signed the contract.

V. Policy review for 2022

A. Response to Law Enforcement Policy (6/22)

Discussion was tabled for another month

VI. Interim Director's Report

Steve mentioned a number of programs that are fun and interesting. He attended the Gundalow Program at the fire station. They got some feedback from that event.

VII. Treasurer's Report

A. Accept Donations

Ana was thanked by Steve for carrying a huge weight of coins to the bank from a variety of collections. Overall, the budget is in good shape and will be more refined as time goes on and the bookkeeper keeps on this task.

The Board accepted the donations.

B. Accept Bequest

The \$5000 bequest was published in the paper as required. Connie moved to accept the \$5000 bequest. Ana seconded. All voted in favor.

VIII. Next meeting-October 17, 2022, 6:30 pm

IX. Adjournment

Susan moved that the meeting adjourn. Kate seconded. All voted in favor. Meeting
The meeting was adjourned at 8:56 p.m.