

# Wiggin Memorial Library Stratham, NH

## Minutes of the Board of Trustees Meeting

Monday, February 18, 2019

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Secretary Geri Denton, Library Trustee and Treasurer Steve Simons, Library Trustee Alternate Susan Wilbur, Library Trustee Alternate John Dozet

- I. Call to Order - Kate Kim called the meeting to order at 6:41 pm. Kate appointed Susan and John to be voting members of the BOT.
- II. II. Review/Adoption of Minutes
  - A. Minutes: Steve moved to accept the January 2019 minutes. Geri seconded the motion. Minutes were approved unanimously.

### III. Old Business

- A. Review BOT Work Calendar –
  - a. Voter Information Night. Set up at 6pm on March 5, 2019. Lesley reported that the format may change this year, partly due to unopposed candidates.
  - b. BOT election seats: Michael Hunter will run for an open seat; Steve Simons is running again. Susan Wilbur is interested in the appointed position.
  - c. Book Sale Date set for April 4-6, 2019.
- B. 2019 Budget
  - a. The budget proposal as recommended by the Select Board (that will be brought to the voters at Town meeting) was distributed and discussed. The overall budget proposed to the Select Board by the BOT was reduced by 1.6%. Within this, the salary proposal was reduced by 2%. Non-salary requests were all approved.
  - b. Susan recommended to approve the (new) salary proposal as submitted by Lesley. Steve seconded the motion.
  - c. Library Lovers Month party debrief – Lesley reported on the success of the event. Friends of the Library baked home-made cookies. 3-D printer, microscope, telescope was out for viewing. Photo-booth and children's activities were some of the activities. Kate suggested that we put signage up at future events letting people know that there is an event and the Library may not be as quiet as it normally would be.

### III. New Business

- a. Investment Policy – There currently is no investment policy by WML. Steve recommended that we do not have the knowledge or expertise to adopt one and the group agreed.
- b. Lesley distributed a Policy Review Timeline which is used for audits.
- c. Social Media Policy – Lesley distributed the social media policy from November 2016 and asked BOT members to review it. Kate recommended we review it and discuss it in March.

- d. Internet Use Policy - Lesley distributed the internet use policy from March 2016 and asked BOT members to review it. Kate recommended we review it and discuss it in March.
- IV. Strategic Report – Lesley will prepare and distribute material regarding this before next month's meeting.

#### V. Reports

- A. Treasurer's report. Steve distributed a treasurer's report.
- B. Book Sale Report
  - a. Susan reported on her research for getting rid of old books that do not sell at the Book Sale. New England Market Manager, at Discover Books, said they will be relabeling the bin at Scamman's and maintaining it. He also said they could come pick up our books after the book sale for no charge. They would need to know approximately how many boxes of books.
- C. Geri provided an update on the Master Plan Steering Committee and reported that the snapshots are being converted to report form to include overview, formative issues and community needs, guiding principles and action plan. Snapshots include Economic Development, Housing, Land Use, Town Services, Recreation, Transportation, Agriculture, Natural Resources, Open Space & Conservation Land, and Historic Resources. The last meeting included discussion on Town Services, under which the Library falls. Another public outreach is planned with a community survey that will occur concurrently with an Open House in late April/early May to all residents, with specific targeting to stakeholders that have met with the team.
- C. Lesley presented the Director's report including recent projects, working goals, and scheduled happenings. She also updated the BOT on applications for the open position.

VI. The Next Meeting will take place on March 18. 6:30 pm at the Library.

VII. Adjournment - Steve moved to adjourn. Susan seconded the motion. Approved unanimously and the meeting was adjourned at 7:38 pm.