

**Wiggin Memorial Library**  
**Board of Trustees Meeting Minutes DRAFT**  
**Monday April 15, 2024, 6:30 PM**  
**Public Welcome**

**I. Call to Order / Welcome Guests**

Veronique Ludington Called the meeting to order at 6:30pm.

Attendees (all in person): Interim Library Director Heather Burroughs and Interim Library Director Scott Campbell, Library Trustee Veronique Ludington, Library Trustee Connie Gilman, Library Trustee Heather Harvey, Library Trustee Sara Rosenthal, Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathy Bower, and Library Alternate Trustee Gale Lyon.

**II. Review / Adoption of Minutes: 3/18/24 (<https://www.strathamnh.gov/node/643/minutes>)**

Veronique moved to accept the minutes as presented, Heather Harvey seconded, all in favor.

**III. Interim Director's Intro and Report**

Veronique plans to meet with both interim directors every two weeks to check in initially. Heather and Scott report that things are going smoothly despite it happening during a very busy week (National Library Week). They have had a lot of support from the library staff and board during the transition. The library credit card has posed a challenge as it is not a simple matter transferring to a new person. Scott and the board will consider if there are alternative options for the library credit card.

Financial report as of 3/31/24: Heather and Scott are working on transitioning all bills to the generic library director account so that they aren't only sent to one person (now Scott and Heather can both access this).

**IV. Friends of the Library**

Update on Friends of the Library meeting from March 19, 2024: They have 4 new members, and \$10,000 in funds. Discussed fundraising opportunities at Exeter area restaurants resulting in the Otto Pizza fundraiser. They have obtained a new museum pass to the Portsmouth Historical Society. They elected several new officials at this meeting but remain short of the 5 required elected officials due to several people stepping away recently.

Scott recommended we create a MOU between the Friends of the Library and WML.

Gale gave an update on the gardening project (Wiggin Grows, started in 2023 with 1 garden bed). Additional grant funds were obtained to purchase 2 additional raised beds/container gardens. The library doesn't have staff to oversee this project, but several volunteers and local gardening groups have interest in continuing the project. The Friends of the Library was mentioned as a possible "home" for this project as a great way to engage the community and the library.

**V. Review/ Vote on Proposed Policies/ Updated Job Description**

**A. WML Tool Lending Policy** - In process of developing circulation policy. Considering limiting when tools can be checked out (to make it more viable for library staff to be able

to check them out without too much burden on them).

Heather moved to accept changes to waiver form, Veronique seconded, all in favor.

- B. Substitute Customer Assistant Job Description/Pay Rate** - this job description has been updated and reviewed to facilitate hiring for this position. Suggestion was made to pay \$16/hr for this position (less than 20 hours/week).

Sara moves to accept the job description as written and the suggested pay rate of \$16/hr. Heather seconded, all in favor.

- C. Holiday Calendar 2024 Finalizing** - Veronique moves to approve finalized 2024 holiday schedule with addition of the Wednesday Nov. 27 early closure, Saturday November 30 Closure, and early closure Tuesday Dec. 31.

Holiday closure policy will need to be revised to reflect the calendar agreed upon by the trustees. This will be discussed at the next meeting.

## **VI. Subcommittees organization**

Friends of the Library subcommittee will remain as it currently is.

Policy/HR subcommittee - Veronique will step away from this due to additional duties as chair, Heather Harvey will join this subcommittee.

Recruitment of new Trustees - this committee will be paused until closer to end of next trustee term.

Hiring Committee - Will discuss formation of hiring committee at future meeting.

## **VII. Treasurer's Report**

- A. Accept Donations** Veronique moved to accept \$525 in donations for the month of March, Heather Harvey seconded, all in favor.

## **VIII. New Business**

Michele brought up the bathroom renovation project from July. In October it was mentioned that Kerry was presenting the information about bathroom renovation but then it disappeared from the discussion/minutes. Vero's update: She spoke with David Moore who reported that Dan Crowe (preferred contractor for the town) doesn't have time to fit this into his schedule at the moment. Veronique will ask David what the expected timeline is for this project.

- IX. Non-Public Session** - 8:04pm a motion was made by Veronique to enter into Executive (non-public) session per reasons listed in RSA 91-A:3, II; Heather seconds, all in favor.

Executive session began at 8:05pm.

Public Session Resumed at 8:35pm.

A motion was made by Veronique to seal the minutes of the non-public session and resume public session, Sara seconded, all in favor.

## **X. Next Meeting - May 20, 2024, 6:30 PM**

A motion was made by Veronique to adjourn the meeting, Heather seconded.

## **XI. Adjournment** Meeting was adjourned at 8:36pm.

PUBLIC NOTICE: Agendas will be posted in two public places a minimum of 24 hours prior to the meeting (RSA 91-A:2, II) and minutes will be available to the public upon request within 5 days of the meeting (RSA 91-A:3). Every effort will be made to post draft minutes on the town web site within 5 days.

\*NONPUBLIC SESSIONS: Meetings or portions of meetings that the public may not attend. Begin in a properly noticed public meeting. A motion for nonpublic session is made and seconded, citing the statutory reason, and a majority roll call vote is taken. Once in the nonpublic session, only the reason(s) cited in the motion may be discussed. Minutes must be kept and (unless the board votes to seal them) made available to the public upon request within 72 hours after the meeting, whether or not approved yet. RSA 91-A:3. Nonpublic sessions are allowed only for reasons listed in RSA 91-A:3, II, including: • Dismissal, promotion, compensation, disciplining, investigation or hiring of a public employee. • Matters which would likely adversely affect the reputation of any non-board member. • Buying, selling or leasing real or personal property if public discussion would give someone an unfair advantage over the municipality. • Lawsuits filed or threatened in writing against the municipality, until fully adjudicated or settled. • Preparation for and carrying out of emergency functions related to terrorism.