

# **Wiggin Memorial Library Stratham, NH**

## **Minutes of the Board of Trustees Meeting**

Thursday November 16, 2017

A regularly scheduled meeting of the Board of Trustees took place on Thursday, November 16, 2017, at Wiggin Memorial Library. The meeting was called to order at 6:42 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee Steve Simons, Trustee and Treasurer Connie Aubin-Adams, Trustee and Secretary Kate Kim, Trustee Penny O'Sullivan, Alternate Trustee Nate Clinard, and Library Director Lesley Kimball.

- I. Guests and Welcomes and Announcements: There were no announcements.
- II. Action Items
  - a) Approve October Minutes (<http://www.strathamnh.gov/node/643/minutes>) : Amendments (editorial and typographical) will be made and approved at the next meeting.
  - b) Approve Donations Received: No donations came in this month.
- III. Old Business
  - a) Salary discussion with the Board of Selectmen: a meeting took place on November 13, 2017 where a discussion was held about employee compensation and data was offered for the Board of Selectmen to consider.
  - b) 2018 Budget: A draft was distributed for review reflecting the expected drop in website hosting. 2018 Budget and CIP Request will be submitted to the town in early December.
  - c) Programming Policy: Signatures were obtained by the Trustees in attendance.
  - d) Library Director's annual appraisal: Reminders were given about submitting appraisals.
- IV. New Business
  - a) 2018 Elections and Board of Trustees officers: Elections will be in March and there will be two open seats. Steve Simons volunteered to take on the position of Treasurer.
  - b) Staff appraisals: Signatures were obtained for the completed appraisal packets. Trustees will come in to the library and sign remainders by November 30, 2017.
- V. Reports
  - a) Treasurer's Report:
    - a. Spending is on track for the year and within budget.
  - b) Fundraising Report:
    - a. Fall Book Sale: results the net profit was \$1617.04 and the bake sale brought in \$186.00.
    - b. Sweetgrass Farm fundraiser: the net profit was \$508.40. A suggestion was made to use the order form provided by Sweet Grass Farm in hopes of decreasing the amount of work.
  - c) Director's Report:

- a. A conversation took place about the value of a detailed, written report prepared for each monthly meeting.
  - b. The selectmen had an all-employee meeting which was the first time this has happened in a very long time. It was a positive experience.
- VI. Executive Session (Non-public session - if required): No executive session was held.
- VII. Next Meeting: Tuesday, December 12, 2017 at 6:30 p.m.
- VIII. Adjournment: Steve Simons moved to adjourn the meeting. Connie Aubin-Adams seconded the motion and the motion was approved unanimously. The meeting adjourned at 8:00 p.m.