

# ***Wiggin Memorial Library- Stratham NH***

## **Minutes of the Board of Trustees Meeting Tuesday, October 11, 2016**

A regularly scheduled meeting of the Board of Trustees took place on Tuesday, October 11, 2016, at Wiggin Memorial Library. The meeting was called to order at 6:36 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee and Treasurer Connie Aubin-Adams, Trustee Penny O'Sullivan, Trustee Terry Reardon Pollini, Trustee and Secretary Steve Simons, and Library Director Lesley Kimball. Not in attendance were Alternate Trustee Nate Clinard, Alternate Trustee John Dozet, and Alternate Trustee Kate Kim.

- I. Guests and Welcomes and Announcements  
There were no guests.

II. Action Items

- a) Approve September Minutes: The September 13, 2016, minutes were reviewed. Connie Aubin-Adams moved to approve the minutes as written. Terry Reardon Pollini seconded the motion. The motion was approved unanimously.
- b) Approve Donations Received: September donations totaled \$240, including \$20 for a US flag for the meeting room and \$70 from the coin jar at the front desk. Steve Simons moved to accept the \$240 in donations. Connie Aubin-Adams seconded the motion. The motion was approved unanimously.

III. Old Business

- a) Review Social Media Policy: The policy was discussed and amended further. It will be presented for final approval at the November meeting.
- b) Review Job Descriptions: Lesley Kimball will divide the eleven updated job descriptions into two groups and forward the first group for review at the November meeting. The second group will be reviewed in December.
- c) Library Book Sale: The staffing and procedures for the sale were discussed.
- d) 2017 Budget: The first draft of the 2017 budget was discussed.

IV. New Business

Library Director's Annual Appraisal: The appraisal is due on November 30, 2016. Lesley Kimball will send out the new appraisal forms to be completed for the November meeting, which will begin at 6:00 p.m. for discussion and finalization.

V. Reports

- a) Treasurer's Report: The report was discussed and the expenses are on budget. The parade float cost was \$365 before lumber costs, but will be under the \$500 budget.
- b) Fundraising Report
1. Sweet Grass Farm Fundraiser: Sweet Grass product order forms will be available at the book sale. First delivery will be November 9.
  2. TD Bank Affinity Program: Ways to promote the program were discussed.

3. Director's Report: The report was presented with the following highlights: the September 30 staff training day was very valuable, and the children's drop-in programs are very well received.

VI. Executive Session: An executive session was not required.

VII. Next Meeting: Tuesday, November 15, 2016, 6:00 p.m.

VIII. Adjournment

Steve Simons moved to adjourn the meeting. Terry Reardon Pollini seconded the motion and the meeting adjourned at 8:29 p.m.

Respectfully submitted,

Steve Simons  
Secretary and Trustee