

Wiggin Memorial Library- Stratham NH

Minutes of the Board of Trustees Meeting Tuesday, November 15, 2016

A regularly scheduled meeting of the Board of Trustees took place on Tuesday, November 15, 2016, at Wiggin Memorial Library. The meeting was called to order at 6:44 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, Alternate Trustee Nate Clinard (who left at 7:02 p.m.), Alternate Trustee Kate Kim, and Library Director Lesley Kimball. Not in attendance was Alternate Trustee John Dozet.

- I. Executive Session (non-public session) – Personnel Appraisal
The Board reviewed Director Lesley Kimball's annual performance appraisal.
- II. Guests and Welcomes and Announcements
There were no guests.
- III. Action Items
 - a) Approve October Minutes: The October 11, 2016, minutes were reviewed. Penny O'Sullivan moved to approve the minutes as written. Terry Reardon Pollini seconded the motion. The motion was approved unanimously.
 - b) Approve Donations Received: There were no donations in October to report.
- IV. Old Business
 - a) Social Media Policy: The policy was presented for final approval. Steve Simons moved, and Connie Aubin-Adams seconded, to adopt the policy. The motion was approved unanimously.
 - b) Review Job Descriptions—Group 1 (Shelver, Children's Services Assistant, Children's Library Elementary/Collection Development, Children's Librarian Preschool/Summer Reading, Teen Librarian)
The job descriptions were reviewed and suggestions were made. The job descriptions will be presented for final approval at the December meeting. Lesley Kimball will forward the next group of job descriptions for review at the December meeting.
 - c) 2017 Budget Proposal
 - i. CIP Request: Connie Aubin-Adams moved, and Penny O'Sullivan seconded, to fund the computer replacement CIP at \$5,000 per year from 2017 through 2022. The motion was approved unanimously.
 - ii. Salary Request—support materials: Several options were discussed and finalized. Lesley Kimball will give the proposal to the Paul Deschaine, Town Administrator by December 1.
 - d) 2017 Budget
There were no changes from last month's discussion.

V. New Business

- a) Board Retreat: A retreat for the Board will be discussed at the December meeting.
- b) Employee Recognition: There is a need to establish an employee longevity recognition procedure. It will be discussed at the December meeting.

VI. Reports

- a) Treasurer's Report: Expenses are on budget and funds will be spent or encumbered by December 31.
- b) Fundraising Report
 - i. Sweet Grass Farm Fundraiser: Sweet Grass product sales were \$1,107.00, netting \$553.50 for the Library.
 - ii. Book Sale Results: The Library netted \$1,825.50 from the sale.
 - iii. Annual Appeal: Lesley Kimball will send appeal letters shortly.
- c) Director's Report: The report was accepted as written.

VII. Next Meeting: Tuesday, December 13, 2016, 6:30 p.m.

VIII. Adjournment

Steve Simons moved to adjourn the meeting. Terry Reardon Pollini seconded the motion and the meeting adjourned at 8:21 p.m.

Respectfully submitted,

Steve Simons
Secretary and Trustee