

**Wiggin Memorial Library
Board of Trustees Meeting Agenda
Monday June 17, 2019, 6:30 PM**

- I. Call to Order: Review voting members present; appoint alternates for voting as needed.
- II. Guests
- III. Review/Adoption of Minutes
Minutes: <http://www.strathamnh.gov/node/643/minutes>
- IV. Old Business
 - a. Review BOT work calendar
 - i. Budget preview (under New Business below)
 - b. Equipment Loan policy: re-distribute for signatures
 - c. Book Sale dates confirmed: 10/3 (setup), 4, 5. Susan & Michael managing
- V. New Business
 - a. Trustee 101
 - b. NHLTA conference summaries: Joanne, Susan, Michael
 - c. Budget preview
 - i. CIP / Space study
 - ii. Materials/collections line: 2016 → 2017 increased 45K to 47K. Electronic collections are biggest increase in both usage and cost. Will review with collections committee.
 - iii. Programs line: could use increase, but increased in 2016, 2017, 2018, 2019. Will meet with programming committee to review and strategize and/or develop justification for increase.
 - iv. Edu/Training line: 2020 is a PLA year. In 2018 costs were \$4,200. Part of that will be spent in 2019 (registration, travel reservations) and the rest in 2020.
 - v. Supplies line: review actual spending
 - vi. Equipment: increase to 7,000. Copier increases, print management, additional equipment for patron use (like memory lab).
 - vii. Special/One-Time project request: some way to carve out certain spaces (like memory lab, sound booth) without building permanent walls. Would need plan, cost estimates.
 - viii. Trustee/Staff suggestions
- VI. Reports
 - a. Treasurer (operating and fundraising)
 - i. Recap: Circulating Equipment = telescope, ereaders, microscope, trail camera, etc. Hardware = tech (CPUs, laptops, printers, etc.). Equipment = in-house staff use (Laminator, A/V systems, Disc repair, Die-cut/Cricut, 3-D printer, Fish tank).
 - ii. Matching grant(s). Plan for thank you letters.
 - iii. Fundraising account: Recent transfer.
 - b. Director
- VII. Executive Session (non-public session if necessary) RSA 91-A:3*
- VIII. Next Meeting: Monday, July 15, 2019, 6:30 pm
- IX. Adjournment

*PUBLIC NOTICE: Agendas will be posted in two public places a minimum of 48 hours prior to the meeting (RSA 91-A:2, II requires a minimum of 24 hours) 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.