

**Wiggin Memorial Library  
Board of Trustees Meeting Agenda  
Monday December 16, 2019, 6:30 PM**

- I. Call to Order.
- II. Welcome / Guests.
- III. Review/Adoption of Minutes.
- IV. Old Business –
  - a. Sweet Grass Farm fundraiser info.
  - b. Library Lovers Month celebration.
  - c. Trustee recruitment.
  - d. Budget presentation.
- V. New Business –
  - a. Annual Appeal.
  - b. Distribute bed bug policy sample.
- VII. Reports –
  - a. Treasurer’s Report.
    - i. Acceptance of gifts and donations.
  - b. Director’s Report.
- VIII. Executive Session (non-public session if necessary) RSA 91-A:3.\*
- IX. Next Meeting – Tentative: Monday, January 9, 2019, CIP presentation.  
Regular: Monday, January 20, 2019 [***Library Closed this day, reschedule?***]
- X. 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.