

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Monday, March 18, 2019

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Treasurer Steve Simons, Library Trustee Joanne Ward, Library Trustee Michael Hunter, Library Alternate Trustee Susan Wilbur, Library Alternate Trustee John Dozet, Library Alternate Trustee Kathy Bower

I. Call to Order - Kate called the meeting to order at 6:35pm and appointed Kathy as a voting member of the BOT.

II. Welcome to Michael Hunter, newly appointed Trustee.

III. Review/Adoption of Minutes - Joanne moved to accept the February 18, 2019 minutes and Kathy seconded the motion. Minutes were approved unanimously.

IV. Old Business

- A. **Review BOT Work Calendar** - Spring Book Sale April 5-6.
- B. **Social Media Policy** - Lesley revised and distributed. Susan moved to accept the revised Social Media Policy and Steve seconded the motion. Policy was approved unanimously. Lesley will bring revised copy for signatures at next month's meeting.
- C. **Internet Use Policy** - Lesley revised and distributed. Susan moved to accept the revised Internet Use Policy and Kathy seconded the motion. Policy was approved unanimously. Lesley will bring revised copy for signatures at next month's meeting.

V. New Business

- A. **Book Sale Signup & Update** - Lesley passed around the signup sheet for April 4 setup, April 5 and 6 shifts at the sale and April 6 cleanup. BOT discussed where we can put signs up in town. Steve will look into whether we can put a sign at the Smyk property and/or the old Cushman property. The library will be posting on social media asking for volunteers to help with set up and clean up. Lesley asked the BOT to share on their social media.
- B. **Appointment Requests/Finish Term/Alternates**

- 1. **Appointment Requests** - BOT discussed the roles/duties of the board members.

For clarity of expectations, BOT determined that in addition to a Chair, Treasurer, and Secretary, we will have someone in charge of Book Sales, Staff Appreciation, Fundraising, Sweet Grass Farm Fundraiser and Annual Appeal.

Kate expressed a need for some help with the more public duties of the Chair position. John said that his work prevents him from committing to a specific role. Lesley asked him to think on whether he would like to take on Staff Appreciation and get back to her. Lesley said that this board is unique in that many of the Trustees are

recently appointed. A discussion took place of how do we handle this special situation with regards to the duties of the Board.

Nominations are as follows: Kate - Chair with Joanne assisting, Steve - Treasurer, Susan - Secretary, Michael - Book Sale, Kathy - Fundraising, Joanne - Sweet Grass Fundraiser, Annual Appeal - Lesley & BOT. Staff Appreciation to be determined. Elections will be held at next month's meeting.

2. **Finish Term/Alternates** - Lesley will recommend to the Select Board that Susan be elected to finish out the 3-year term of Nate Clinard that began in 2018. Lesley will also recommend another Alternate to replace Susan.

- C. **BOT Education/NHLTA/Library Orientation** - Lesley shared that the NHLTA has resources for trustees. There is a Trustee Orientation Workshop on April 12 and the NHLTA Spring Conference & Annual Meeting on May 29. The library will pay for any NHLTA program that a Trustee wants to attend including reimbursement for mileage. Lesley will send a link to the Spring Conference in case any BOT are interested.

VI. Strategic Planning - WML creates a Strategic Plan every 5 years with the most recent one being from 2015-2020. The goal is to produce a document that the public can reference to learn more about the library.

Lesley distributed a document outlining the process and asked that the BOT focus first on the why of the Plan... what does the library want to accomplish, what is it's purpose, what do we need to know to create the Plan then how will we collect the information (surveys, focus groups, etc.) to create the Plan.

If our library did not exist, what would we do to create one? The BOT decided to have a notebook at the Book Sale and use the time to brainstorm answers to this question. At the April BOT meeting, time will be devoted to discuss these answers and to discuss whether we bring in a facilitator to help with the initial planning phase of the Plan.

VII. Reports -

- A. **Treasurer's Report** - Steve distributed two. One that showed the budget from last year and one that showed the recently approved budget for 2019. No donations to accept.
- B. **Master Plan Steering Committee update** - No one had an update.
- C. **Director's Report** - Lesley mentioned Project Outcome, a free resource for public libraries to help measure outcomes. This resource can be a part of the upcoming Strategic Plan. She also shared that the interview process for a new Children's Librarian is underway. First interviews have been completed and there are 3 candidates coming back for second interviews to be completed by the end of March.

VIII. No Executive Session needed.

IX. Next Meeting - Monday, April 15, 2019, 6:30pm at the library.

X. Adjournment - Steve moved to adjourn and Kathy seconded the motion. Approved unanimously and meeting was adjourned at 8:30pm.