

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Monday, April 15, 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

I. Call to Order / II. Welcome - Kate called the meeting to order at 6:34pm and appointed John and Susan as voting members of the BOT.

III. Review/Adoption of Minutes - Susan pointed out a change of wording on the 3/18/19 minutes. Under section II, minutes should read "...newly elected Trustee." Under section V. B. 2., minutes should read "... be appointed..." Steve moved to accept the minutes as amended and Michael seconded the motion. Minutes were approved unanimously.

IV. Old Business -

A. Review BOT Work Calendar - At the May meeting, the BOT will set dates for the fall book sale. If any BOT will not be at the May meeting, Kate asked that they forward any dates in October that they aren't available.

Joanne Ward arrived at 6:45pm. John stepped down as a voting member for this meeting.

B. Social Media & Internet Use Policies - Lesley passed out final versions for signatures.

Internet Use Policy - Michael pointed out, in Section C, Children's Internet Access, that the word "responsibility" had been removed from the sentence "library does not have the authority to act..." After brief discussion, Joanne moved to add the word back in and Susan seconded the motion. The amendment was approved unanimously.

Social Media Policy - Joanne pointed out some confusion in the wording of the Purpose section. After brief discussion, Steve moved to amend the Purpose to read "... we offer ways for residents..." and "The library uses..." and Susan seconded the motion. The amendments were approved unanimously.

Policies will be signed at next BOT meeting.

C. Book Sale Report - Sales totaled \$1562. This is consistent as the Fall 2018 sale took in \$1553. The Friends of the Library took in approximately \$400. At the end of the sale, about 80 remaining boxes were sold for \$1/box. An additional 40 boxes were picked up, free of charge, by Discover Books. Six dealers came during the 9-10am hour.

Ideas for future book sales -

Going forward, at the end of the sale, leftover boxes of books will be sold for \$2/box. After the sale, no boxes will be stored at the library.

After the fall book sale dates have been set, Susan will contact Discover Books to see if pickup can be reserved for the fall and to see how many boxes they can take.

Could the donations be boxed spine up when they are first processed in the library? This would help save time on the setup day of the sale.

We should have a display of upcoming library programs.

We should put out a donation jar. This would also help us to learn how much is actually made from the sale of books.

We should have an official price for educators that we promote ahead of time.

In an effort to limit the amount of books left over after the sale, should we be more discerning in the donations we keep?

D. Review Board Roles & Responsibilities - Michael moved to accept the slate of officers as nominated in the last BOT meeting and Joanne seconded the motion. Nominations of Kate as Chair, Steve as Treasurer, and Susan as Secretary were approved unanimously.

E. Appointment Requests/Finish Term/Alternates - The Stratham Select Board received the nomination for Susan to take over Nate Clinard's term ending in 2021. They are voting on it during their 4/15/19 meeting. With regards to alternates, Lesley put out a request on facebook and has had at least one response. They are going to discuss further in person this week.

V. New Business -

A. Policies for Review - By-laws, Library Accessibility, Equipment Loans - Existing documents were distributed for review.

Trustee By-laws - Lesley reordered the document, arranging the by-laws in the order of the corresponding RSA. The section on Board Procedures/Commitments is specific to our board. She emphasized the importance of reviewing this document with regards to the work the Board does.

Michael asked if Lesley works under a contract? No, she is an "at-will" employee employed by the BOT.

Michael suggested we add the BOT quorum rule of 3 to our by-laws. A suggestion was made to put it under D. Board Procedures, 1a.

Library and Material Accessibility Policy - Lesley did not change this policy much. The ADA did change the definition of service animals so that was updated.

Equipment Loan Policy - Lesley made many changes to this document because the library doesn't own some of the equipment listed in the old policy. The new draft of the policy is written in more general terms to apply to any and all equipment the library owns.

Lesley noted that the library has a few policies that are on the fence of policy and procedure. As the BOT reviews them, she suggested trying to separate the two where it's possible.

VI. Strategic Planning -

A. Board Development - Based on the unprecedented position of a newer BOT, Lesley is recommending we first do some Board development before we work on a new Strategic Plan for the library. The Board is at a point of reset and has an opportunity to work on defining itself. She suggested bringing someone in to help if we didn't want to work on it on our own. The BOT is open to that suggestion so Lesley will send out some information. The strategic planning project will be put on hold.

VII. Reports -

A. Treasurer's Report - Steve distributed the report. As of last Friday, we are at 27% of the annual budget.

In our next meeting, Lesley will address what we have in the equipment budget line and the one-time project budget line so we can decide whether trail cameras should be moved to the one-time project line so the equipment line doesn't get overspent.

With regards to adding the new Trustees to the bank accounts, Steve will bring the bank paperwork to our next meeting or will leave at the library for all the trustees to sign.

Discussion of library accounts - checking account (stores the money from the town budget), savings account (for trustee fundraising money - does this need to be a checking account for easier processing of payments?)

Do we set up a trust account/endowment for larger donations? We need to find someone who can advise on this.

Library does receive an annual disbursement from a trust managed by the Trustees of the Trust Funds Committee - 1/4 goes to the Stratham Historical Society for maintenance of the building, the rest of the money is used for direct patron impact services (like museum passes).

B. Director's Report - Lesley distributed the report. She explained the report is a progress report, an opportunity to look at goals in the strategic plan and to look at statistics showing where we are with those goals.

VIII. No Executive Session needed.

IX. Next Meeting - Monday, May 20, 2019, 6:30pm at the library.

X. Adjournment - Steve moved to adjourn and Michael seconded the motion. Approved unanimously and meeting was adjourned at 8:38pm.