

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Monday, August 19, 2019

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Alternate Trustee Kathy Bower, Library Alternate Beth Rohloff

I. Call to Order / II. Welcome - Kate called the meeting to order at 6:38pm. Kate appointed Kathy as a voting member of the BOT.

III. Review/Adoption of Minutes - Steve moved to accept the July 15, 2019 meeting minutes and Kathy seconded the motion. Minutes were accepted unanimously.

IV. Trustee 101: Budget Process (Presentation from Steve) - The Select Board sets a date of October 1 to submit the library draft budget. The BOT and Lesley establish goals for the library and set the line item budget. Lesley fleshes it out and the BOT gives the final approval. Kate, as Chair, and Lesley (with the remainder of BOT as support) present the budget to the Select Board (3rd-4th week in January) and to the Budget Advisory Committee. The Select board determines the final budget that will get voted on at Stratham's town meeting. The BOT and Lesley have the autonomy to move the line amounts around and spend budget as needed. There are state laws governing Trustees are put in charge of library budgets. Also the Capital Improvements Program submission is at same time - usually the library asks for technology upgrades each year. This is a separate request that is submitted to the town.

Kathy asked what makes a successful budget presentation. Steve thought including rational explanations/details for any of the increases requested. Kate said it's helpful to have the pre-meeting to be able to explain the budget before the Budget Advisory Committee meeting night.

V. Old Business -

A. Budget Proposal - Lesley distributed the new draft budget. There aren't many changes since the meeting last month. Lesley said that Michael had asked about putting up security cameras at the library entrances. Lesley spoke to the Stratham police chief who said it could be helpful. Lesley asked other libraries for a cost reference. New London put up 3 outdoor night vision cameras and paid about \$2000 for install and equipment. Hampstead put up 4 cameras and paid about \$2550 plus \$419 for annual maintenance including remote access to the system. Beth asked about lockdown drills. Lesley said that about 6 years ago there was training on lockdown drills and a procedure was created at that time. The BOT thinks this idea is worth exploring further. Lesley will talk to David Moore about potential surveillance for the whole building.

Lesley is in the process of asking library staff for suggestions of purchases they would like for next year. So far, small suggestions have been given like a hand clicker for programs and certain types of paper. Kathy suggested that Lesley tell the staff to dream big in their requests and could the BOT fundraise for one of those dreams?

Joanne asked Lesley what she would like to purchase for next year. She would like quite a few more chrome books (10 would be great, library has 2) to be used in the teen room as well as for additional computer stations. She is interested in getting a second telescope and plans to ask the Friends of the Library for that by the end of the year, specifically one that comes with a computer and GPS in it (approximately \$1200). She also has some

ideas for other equipment that could be loaned out like a power washer. Kate said she has heard positive responses to that idea. What can the BOT fundraise for? Lesley will put together a list.

i. Space Planning Cost Update (introductory presentation on concept at Select Board meeting) - At David Moore's suggestion, Lesley is going to the Select Board meeting after the BOT meeting to give them a heads up that for this year's CIP, the library will be requesting money to use for a space planning consultation (see document she distributed for further information). Lesley is meeting with a second consultant next week to get their proposal and will then let the BOT know what the proposal choices are.

B. Book Sale Dates - October 3, 5pm, is confirmed for setup. October 4 and 5 are confirmed for the sale. Michael will manage the book sale with Susan as backup. Lesley mentioned that Michael has been working on the sale with Tricia.

C. Advocacy: Library Impact Stories - Tricia and Lesley are putting together some stories. If anyone has anything else to add, let Lesley know. This is a placeholder on agenda so the item isn't forgotten.

VI. New Business -

A. Review BOT Work Calendar -

i. Staff Appreciation Party - Lesley said that John is not able to take on the planning of this event at this time. Last year, the party was held at Stratham Hill Park, catered by Leslie Blaney. There are usually 30-40 people including staff, BOT, Select Board, State Reps and families. Lesley will send out invitations. Joanne will be the point person with Lesley Blaney. Kate will help with set up. Lesley will ask Karen tomorrow about September 29, 22 or 15 availability at the park and email the BOT. Joanne checked with Leslie Blaney during the meeting and she is available September 29 if the park is available then. Last year, BOT contributed the drinks. A sign up list will be passed around at the next meeting, September 16. Kathy will provide decorations.

ii. Library Lovers Month (February) - Lesley said it could be an open house or could be some type of fundraiser. The Children's Room would like to rent another character costume - could this be incorporated into an event? Lesley suggested a committee with Sam, Lucia, Tricia and someone from the BOT. Beth offered to help with this. Kate suggested the idea of purchasing a heart at the event and then people could walk around and post it on the shelf of their choice (referring back to the idea of fundraising to purchase new lower angled shelves.)

iii. Sweet Grass Farm Fundraiser - What are some ideas to boost this fundraiser? Joanne suggested offering a chance to win a basket of products with every order placed. Lesley suggested promoting it more with BOT/staff sharing it on Facebook and starting earlier with the promotion. Could something go in the Stratham Magazine? Joanne will take charge of this again and all the BOT will help with marketing. Susan and Kathy can help with distribution.

VII. Reports -

A. Treasurer's Report - Steve distributed the report. The library is good shape and is meeting the budget for the year.

Operating and Fundraising Gifts - The library has received money from the TD Bank Affinity program. TD Bank gives a percentage of the total average balance of all the

accounts in the Affinity program to the library, similar to the Amazon Smile program. TD Bank is willing to come set up a table at any event the library has.

Steve made a motion to accept \$1614.95 in operating and fundraising gifts and Joanne seconded the motion. Gifts were unanimously accepted.

B. Director's Report - Lesley distributed her report. It's been an amazing summer.

Highlights include:

- Lesley is on track with the monthly check-in meetings with all staff - 8-9 hours/month to meet with everyone.
- Sam was at the NE library Leadership Symposium - she had a great week and will be presenting information to the staff. Next week, she goes to Indianapolis to a conference sponsored by Children's Librarians of NH.
- Lesley has been reelected to the NE Library Association Executive Board.
- Four library staff went on a NHLA field trip to the Boston Public Library which was fun and successful. They took the library services tour so Lesley was able to get some information in regards to space planning. They also took an art and architecture tour.
- Michael and Lesley are still working on putting library statistics into a more readable format. In the meantime, anyone is welcome to come into the library to see them.
- Interesting statistics like the teen summer programming attendance was down but teen collection use was up. Also there were a couple combined children/teen programs this summer that were very successful.

VIII. No Executive Session needed.

IX. Next Meeting - Monday, September 16, 2019, 6:30pm at the library.

X. Adjournment - Joanne moved to adjourn and Steve seconded the motion. Motion approved unanimously and meeting was adjourned at 8:08pm.