

**Wiggin Memorial Library
Stratham, NH**

Minutes of the Board of Trustees Meeting

Monday, November 19, 2018

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Secretary Geri Denton, Library Trustee Alternate Susan Wilbur, Library Trustee Alternate Kathy Bower

- I. Call to Order - Kate Kim called the meeting to order at 6:44 pm
Kathy Bower and Susan Wilbur were appointed by Kate Kim as official voting members for Joanne Ward and Steve Simons.

II. Review/Adoption of Minutes

- A. Minutes: <http://www.strathamnh.gov/node/643/minutes>. Geri moved to accept the minutes. Kathy seconded the motion. Minutes were approved unanimously.

IV. Old Business

- A. Review BOT Work Calendar –
 - a. Sweet Grass Farm orders are being organized by J. Ward and we are waiting for product. Then sorting can begin.
 - b. Set date for April book sale. Lesley will send out a poll to see which weekend in April is best for Trustees– April 4-6 or April 11-13 along with a checklist of responsibilities.
- B. Director’s appraisal. Lesley explained that the town instructs that if a person indicates that an employee “exceeds” or “doesn’t meet” expectations, there should be specific examples of such. A discussion took place about the difficulty of being able to report on Lesley’s appraisal due simply to lack of knowledge and more discussion took place about the possibility of 360 appraisals.
- C. Meeting & Display Policy adoption – Lesley passed around the final version of the policy for approval and signatures.
- D. Technology Policy review – Lesley distributed the new policy. Susan motioned to accept and Geri seconded. The policy was reviewed unanimously and document was signed.
- E. Proposed amendments to budget submission. A discussion took place regarding requesting additional money for merit bonuses and recognizing performance and longevity. Lesley will put together some financial information.

V. New Business

- A. Board of Trustees membership – A discussion took place about increasing participation of Trustees,
whether the Trustee on leave will come back, and assigning additional roles (beside Chair, Secretary, and Treasurer.) For example, fundraiser, event coordinator, publicity. Add this to agenda for next month for future discussion.
- B. Planning a celebration for Lee for Trustee of the Year Award. December 1st from 10-12 at the library.

VI. Reports

A. Treasurer's report. Geri motioned to accept the donations. Susan seconded. The motion was approved unanimously.

B. Geri provided an update on the Master Plan Steering Committee and reported on the public sessions that took place Oct. 16th at 6:30 pm in the Town Municipal Center. Meeting is held tonight so Geri will get updated from another member and report back. Another workshop is planned for March 2019 and the goal is to produce a report by July 2019.

C. Lesley presented the Director's report that included updates on staff appraisals. BOT need to sign them and Lesley offered trustees to come by her office to review them before signing. Preferred deadline for signing is Nov 30.

VII. The Next Meeting will take place on Monday, December 17, 2018. 6:30 pm at the Library.

VIII. Adjournment - Geri moved to adjourn. Kathy seconded the motion. Approved unanimously and the meeting was adjourned at 8:36 pm.