

# **Wiggin Memorial Library Stratham, NH**

## **Minutes of the Board of Trustees Meeting Tuesday June 13, 2017**

A regularly scheduled meeting of the Board of Trustees took place on Tuesday, June 13, 2017, at Wiggin Memorial Library. The meeting was called to order at 6:40 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee and Secretary Kate Kim, Trustee Penny O'Sullivan, Trustee Steve Simons, Trustee and Treasurer Connie Aubin-Adams, Alternate Trustee Anna Greenlaw, and Library Director Lesley Kimball. Absent were Alternate Trustees John Dozet and Nate Clinard.

- I. Guests and Welcomes and Announcements: There were no announcements.
  
- II. Action Items
  - a) Approve May Minutes (<http://www.strathamnh.gov/node/643/minutes>): Connie Aubin-Adams moved to accept the May minutes. Penny O'Sullivan seconded the motion. The motion was approved unanimously.
  - b) Approve Donations Received: Donations were discussed: the library received operating gifts in the amount of \$2446.10 and \$86.00 in fundraising gifts. Steve Simons made a motion to accept donations. Connie Aubin-Adams seconded the motion. The motion was approved unanimously.
  
- III. Old Business
  - a) Collection Development Policy – review & discussion (<http://www.strathamnh.gov/library-trustees/pages/working-policies>): A discussion regarding appropriate language for the Collection Development Policy ensued. Lesley Kimball will provide a revised draft prior to the July meeting.
  - b) Community Events - updates: No further information on hosting an outreach table at Pizza Nights at Stratham Hill Park was available. The library will provide some informational material to the Stratham Police Department for the upcoming Bike Rodeos that are going to be held in town.
  
- IV. New Business
  - a) Credit Card Policy for review/adoption: A discussion regarding capitalization in policy documents was held. Lesley Kimball will provide an updated draft prior to the July meeting.
  - b) Trustee Kate Kim's photo needs to be added to the website and another group photo is needed.
  - c) Book carts--with the upgrade of some of the library's book carts it has been noted that the old carts are in need of a new paint job. Trustee Steve Simon has offered to take on the job.

- d) Staff Appreciation is typically in September. It is time to figure out what to do this year, staff continues to enjoy the event as it has been held the past few years. The trustees decided on September 17, 2017, to hold the event at Trustee Penny O'Sullivan's home with a 12:00 p.m. arrival for guests.

V. Reports

- a) Treasurer's Report: Transition from Quicken to QuickBooks has occurred. Spending continues to be on budget.
- b) Fundraising Report: The spring book sale deposit was \$1,344.
  - a. 2016 fundraising report has been tabled until July meeting.
- c) Director's Report: Library Director Lesley Kimball attended last night's Board of Selectmen meeting. Programming continues to be popular. The children and teen librarians have begun their visits to schools to promote summer reading. Circulation is slightly down, if this trend continues the board will revisit this topic under new business.

VI. Executive Session (Non-public session - if required): No executive session was held.

VII. Next Meeting: Tuesday, July 11, 2017

VIII. Adjournment: Steve Simons moved to adjourn the meeting. Penny O'Sullivan seconded the motion and the motion was approved unanimously. The meeting adjourned at 8:07 p.m.