

# **Wiggin Memorial Library Stratham, NH**

## **Minutes of the Board of Trustees Meeting Tuesday July 11, 2017**

A regularly scheduled meeting of the Board of Trustees took place on Tuesday, July 11, 2017, at Wiggin Memorial Library. The meeting was called to order at 6:44 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee Steve Simons, Trustee and Treasurer Connie Aubin-Adams, Chairperson Trustee Lee Beauregard, and Library Director Lesley Kimball.

I. Guests and Welcomes and Announcements: There were no announcements.

Action Items:

- a) Approve June Minutes (<http://www.strathamnh.gov/node/643/minutes>) : Connie Aubin-Adams moved to accept the June minutes. Steve Simons seconded the motion. The motion was approved unanimously.
- b) Approve Donations Received: No donations were received

II. Old Business:

- a) Collection Development Policy –adopt revised version (<http://www.strathamnh.gov/library-trustees/pages/working-policies>) Connie Aubin Adams moved to adopt the revised version of the Collection Development Policy. Steve Simon seconded the motion. The motion was approved unanimously.
- b) Credit Card Policy/Procedures—Adopted the June version of the policy: Connie Aubin Adams moved to adopt the Credit Card Policy/Procedures and Steve Simon seconded the motion. The motion was approved unanimously.
- c) Staff Appreciation Luncheon invitee list finalized to include staff, current Trustees, active volunteers and a small list of special guests determined by the Trustees. Lesley to mail out Save-the-Date invitations. The luncheon is scheduled for Sept 17<sup>th</sup>.

III. New Business

- a) Copier Lease Payment procedures – To avoid late fees, Connie Aubin-Adams recommended going to automatic monthly electronic payments. Steve Simon motioned that the Treasurer, Connie Aubin-Adams to work with Konica (Copier company) to set up an automatic payment plan. Lee Beauregard seconded the motion. The motion was approved unanimously.

IV. Reports

- a) Treasurer's Report: Budgetary spending on plan. QuickBooks transition continues to go well.
- b) Fundraising Report:
  - a. 2016 fundraising report – Between 2009 and 2016, Board has raised \$134,482.16.

Current fund balance at the end of 2016 is \$26,397.09

- b. Affinity/TD Bank – Received \$400 for 2016.
  - c. Fall Book Sale Date: Confirmed for 10/13-14.
  - d. Wine raffle – Generous patron has offered to donate some wine. We will explore about a possible February 2018 raffle.
- c) Director's Report: Leslie is exploring new Director Report formats.
- V. Executive Session (Non-public session - if required): No executive session was held.
- VI. Next Meeting: Tuesday, August 8, 2017
- VII. Adjournment: Steve Simons moved to adjourn the meeting. Connie Aubin-Adams seconded the motion and the motion was approved unanimously. The meeting adjourned at 7:55 p.m.