

**Wiggin Memorial Library  
Stratham, NH**

Minutes of the Board of Trustees Meeting

Monday, April 9, 2018

Present: Library Director Lesley Kimball, Trustee Steve Simons, Trustee Trustee Kate Kim, Geri Denton, Trustee Joanne Ward

The meeting was called to order at 6:36 by Trustee Kate Kim.

**I. Election of Officers**

- a. Chairperson: Steve Simons nominated Kate Kim, Kate accepted. The nomination was approved unanimously.
- b. Treasurer: Kate Kim nominated Steve Simon. Steve accepted. The nomination was approved unanimously.
- c. Secretary: Steve Simons nominated Geri Denton. Geri accepted. The nomination was approved unanimously.

**II. March Minutes (<http://www.strathamnh.gov/node/643/minutes>)**

- a. March 12<sup>th</sup>: Steve Simons moved to accept minutes as written. Geri Denton seconded the motion. The motion was approved unanimously.
- b. March 30<sup>th</sup>: Steve Simons moved to accept minutes as written. Joanne Ward seconded the motion. The motion was approved unanimously.

**III. Approve Donations Received**

- a. Steve Simons moved to accept \$50 and \$2,225 in gifts. Joanne Ward seconds. Accepts. The motion was approved unanimously.

**IV. Old Business**

- a. Party/Remaining logistics: 2 raffle baskets are ready and tickets currently for sale at library. Nate Clinard (Trustee) working on gift card from restaurants for 3<sup>rd</sup> raffle basket. Cost of raffle tickets will be \$25/ticket or 5 for \$100 for dinner. \$10/ticket or 5 for \$40 for Stratham breweries. All are making efforts to promote the event. Lesley secured raffle permit. Steve Simons will pull one winner at event; Lesley will pull another. L. Blaney cater and will do set up and breakdown for food. Room set up TBD at end of meeting. Geri Denton and friend will sell raffle tickets. We will add a condition that winner of beer basket must be 21+. Kate Kim said she will ask Girl Scouts to help too. Pull raffle winners at 2:45. Announce last call at 2:30 for buying tickets.
- b. Staffing levels and budget:  
Lesley Kimball gave an update: Tricia applying for short term disability (60% pay will be relieved from library budget.) Other staff taking extra shifts to cover. Patty, Judy, Vero.
- c. IT Support Update: Lesley talked to Paul Deshaine for update on Paul Wolf's departure (10 days from now.) Paul D. hoped to meet with Paul W. to go over a job description but death in family and vacation has precluded this. Thought Derek Hall (from SVFDA) was interested but his job changed to preclude this. Paul D. has 3 on-call emergency type resources available. Lesley asked for contact info for all 3 of them. Does it have to be an emergency to call them? Lesley was told that they don't know. May use technology

budget to ask for them to be on-call/retainer for a temporary basis. Geri Denton suggested Lesley create a list of IT needs, what's not happening, what results are with lack of IT so we can lobby the Selectmen.

**V. New business**

- a. Trustees ByLaws & Orientation. Lesley distributed current ByLaws – a document created by Board of Trustees that includes state laws; Trustees were asked to review them and be prepared to discuss at the May 14 meeting. Lesley noted the highlights – advocating for library in the community, participating in meetings.
- b. Schedule an orientation. Spend time on state laws, budget, timeline of the year, culture of the Board. Trustees agreed to hold orientation at next Trustees meeting on May 14.
- c. NHLTA Conference (May 14 during the day). Normally, 1 or 2 trustees will go  
Registration fees can be paid for out of education and training budget.
- d. Meeting and Display Policy – Lesley will send the Trustees the link to the policy. We will review and discuss at June meeting (instead of May.)

**VI. Reports**

- a. **Treasurer's Report** (Treasurer's Report attached.) We are currently switching over to QuickBooks and working out the kinks.
- b. **Historical society report and budget** – As in the past, the library gives ¼ of trust's income to Historical society. To date, they have had repairs made, CO detectors installed. Budget was presented to the Library.
- c. **Fundraising Report** Spring book sale: Joanne Ward asked if there are plans to have one at the Stratham Fair. Lesley reported that it was not effective in the past so there are no plans to repeat it. Will continue to hold sales at the Municipal Center. Spring Sale 2018 Gross sales was \$1623.50; \$1553.04 after costs/expenses.
- d. **Director's Report** (Director's report attached.) There was a discussion about the Program attendance being down in 2017. Lesley stated there were some program changes made (ex. Reading at home) that could have resulted in lower attendance. Circulation decline is down across the country. Lesley is exploring ways to track attendance *and* outcomes of programs. Lesley attended a conference on this concept and is exploring using surveys. Kate Kim thought that social media and website presence was strong in 2017 and would have reached more people. Adult attendance is steady but could be attributed to increase in craft programs (all have waiting lists) and diversity of times of programs. Lesley is hearing this from other libraries/trending. Programming committee (within WML) are studying it. Genealogy very popular and we have a person in town who is an expert. There is a lot of competition with other programs. Lesley reported they are exploring ways to better track the Teen area and how to quantify the teens that come to the library every day after school.

**VII. Next Meeting** – Monday, May 14, 2018 at 6:30 pm

**VIII. Adjournment:** Steve Simons moved to adjourn at 8:10 pm. Joanne Ward seconded the motion. The meeting adjourned at 8:12. Pm.