

**Wiggin Memorial Library
Stratham, NH**

Minutes of the Board of Trustees Meeting

Monday, May 14, 2018

Present: Library Director Lesley Kimball, Trustee Steve Simons, Trustee Kate Kim, Trustee Geri Denton, Trustee Joanne Ward, Trustee Nate Clinard, Alternate John Dozet

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

I Announcements

- A. Lesley gave the Board an update on Tricia's condition.
- B. Minutes were passed around to approve. Joanne moved to accept; Steve seconded the motion. The minutes were approved unanimously.

II Old Business

- A. By Laws – Lesley asked if everyone had a chance to review them. Steve moved to adopt the by laws as written. Joanne seconded the motion. The By laws were approved unanimously
- B. Meetings and Display Policy – Lesley distributed a copy of the current policy and explained the difficulty with the policy because it is hard to balance, stay equal but also ensure that all rooms get used. Ex. Who can use the room that has a monetary thing attached to it? Ex. Tutors may be ok because they provide a service, but selling items may not work. One has to be a library card holder to reserve a room. The questions remains how to write a policy that the staff can understand and enforce, but be fair to all people. Lesley asked that we review the policy and come prepared to the next meeting regarding the policy and vote on it.

III New Business

- A. Sarah requested \$910 of the money raised at the most recent celebration/fundraiser event for the summer reading program. Steve motioned to grant the request; Geri seconded the motion. The request was approved unanimously. Steve wanted confirmation that if it wasn't all spent, the funds go back into the fundraising account. Lesley confirmed that it would.

IV Reports

- A. Treasurer's Report – Nate asked about the fundraising account and Lesley explained that it is a savings account and when we use it, the money has to be moved to the Library checking account and a check written, which makes it hard to track. Geri asked if we couldn't simply change the savings account to a checking account with same rules and policies for check writing as the main checking account. Kate said it would be easier to track our fundraising efforts if it were separate. Geri asks if this should be part of the Treasurer's report or should it be a different function by a different person. Lesley thought it might be good to have another person do it and work with the Treasurer. Nate offered to take this over. Kate thought this would be good information to have going forward to be transparent and be

eligible for a medal again next year. Nate and Steve will work together on this. Kate asked if Kathy might considering being the person to handle the fundraising reporting since she showed a great deal of interest in fundraising. Nate recommended we discuss at the next meeting if Kathy is able to attend.

- B. Director's Report – Lesley passed around 2 papers for her report. Part of this is in response to the Selectmen's request for information. Judy Hascall will work 10 hours per week for ordering for adult collections and planning for adult programs for the fall, including publicity. Geri asked about IT and Lesley said they have no one still and are relying on the 3 contracted people. Lesley thought about hiring a temporary contractor to work exclusively for the Library during the interim and then discovered Chief Scippa had the same thought for the Police Dept. Chief has a person in mind and offered the person to work for both. Paul Deschaine is reviewing it and this person may be hired as a contractor or even a full-time person.
- V Trustees Orientation – An orientation took place for new trustees.
- VI Joanne moved to adjourn. Steve seconded it. Meeting was adjourned at 8:02 pm.