

Wiggin Memorial Library Board of Trustees

Meeting Minutes Monday, July 9, 2018

Present: Library Director Lesley Kimball, Trustee and Chair Kate Kim, Trustee and Treasurer Steve Simons, Trustee Joanne Ward, Alternate Trustee Kathy Bower, Alternate Trustee Susan Wilbur

I. Welcome

- A. Kate called the meeting to order at 6:40pm.
- B. Kate appointed Susan Wilbur as Acting Secretary for this meeting. Kate Kim also appointed as acting voting members of the Board, Kathy Bower and Susan Wilbur, for this meeting.
- C. June Minutes (<https://www.strathamnh.gov/library-trustees/minutes/board-trustees-minutes-6112018>) Joanne motioned to accept. Steve seconded. The minutes were approved unanimously.

II. Old Business

- A. Meeting & Display Policy - still tabled until further information is gathered.
- B. Master Steering Plan Committee - Waiting to hear from Tavis Austin if Geri Denton is an official member of the Committee, representing the Library Board of Trustees.

III. New Business

- A. Staff Appreciation - Lesley will reach out to Penny O'Sullivan to see if she would like to again host a Staff Appreciation lunch on a Sunday in September. A possible second option is to have the event at Stratham Hill Park.
- B. Social Media Policy (<https://www.library.strathamnh.gov/sites/strathamlibrary/files/uploads/socialmedia2016.pdf>) and Technology Policy (<https://www.library.strathamnh.gov/sites/strathamlibrary/files/uploads/techpolicy2015.pdf>)
 1. Lesley posed the question of do we combine the two policies. Consensus was to keep them separate.
 2. It is time to review the Technology Policy. All trustees should bring comments and questions to the August meeting.
 - a) Discussion was held regarding the lack of tech support for the library. Steps are being taken to secure a contracted employee to help.
 3. Discussion was held regarding adding language to the Technology Policy about virus and malware. Lesley will look at other library policies for appropriate language.

IV. Treasurer's Report and Fundraising & Gifts Report

- A. These are now two separate reports.
- B. Steve motioned to accept \$50 in fundraising donations and \$210 in operational donations. Joanne seconded. The motion was approved unanimously.
- C. Book Sale dates in October were discussed, either October 11-13 or October 25-27. Lesley will check on room availability.

V. Director's Report

- A. Lesley presented a new format to the Board showing an Actions/Progress column for each of the Library Goals.
 1. Kate had the suggestion to add a feedback quote to the Metrics & Comparison section of the Director's Report to help with the narrative of the library.
- B. Discussion was held regarding how the library is addressing the current staff shortage.
- C. Kate suggested creating library info flyers to give to realtors for homes sold in Stratham.

VI. Executive Session

- A. No executive session (non-public session) needed.

VII. Other Business

- A. Kathy has submitted to Lesley a draft application nominating Wiggin Memorial Library for “Library of the Year” from the NH Library Trustees Association. The deadline is July 31, 2018. Lesley will share the application with other board members before then. Kathy will also draft a letter from the Board supporting the nomination that will be signed by all Board members and attached to the application.

VIII. Adjournment

- A. Kate motioned to adjourn the meeting at 7:35pm. Joanne seconded.

IX. Next Meeting - August 13, 2018

Minutes submitted by Susan Wilbur