

Wiggin Memorial Library Board of Trustees

Meeting Minutes

Monday August 13, 2018

Present: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee Joanne Ward, Library Trustee and Secretary Geri Denton, Library Trustee and Treasurer Steve Simons, Library Trustee Alternate John Dozet, Library Trustee Alternate Susan Wilbur

- I. Kate Kim called the meeting to order at 6:44 pm
- II. Adopt July Minutes
 - a. Joanne Ward moved to accept the minutes. Geri Denton seconded. The minutes passed unanimously.
- III. Old Business
 - a) Meeting & Display Policy: (tabled until new reservation system active – 9/1)
 - b) Master Plan Steering Committee – Geri Denton appointed at 7/30 meeting
 - a. Steering Committee will meet the 2nd Monday of each month which conflicts with our meeting. A discussion took place to change the date of the Trustees meeting – Steve Simons motioned to move the meetings to the 3rd Monday of the month. Geri Denton seconded the motion. Motion was approved unanimously.
 - b. Geri Denton updated the Board on draft documents that have been started by the Committee and the “Snapshot” format they are proposing to use. She announced the new website that has been established to keep the public informed:
www.strathamplan.com.
 - c) Review/Discussion – Social Media & Technology policies and procedures.
 - a. Lesley Kimball distributed copies of other library’s policies to review and a discussion took place about adding a statement about network security to our policy. Lesley will create a new draft with added information and distribute for review for next month’s meeting.
- IV. Staff Appreciation / Longevity
 - a. Staff appreciation day will be September 23rd at 12 pm at Stratham Hill Park. Page 6 of the Personnel Policy has information about longevity recognitions (pins and monetary gifts.)
 - b. The Board will arrange for food and drinks at the event using the budget recommended by Lesley for such activities.
- V. New Business
 - a) Temp staff updates – Lesley reported that 1 full time temp and 2 part-time temps are covering shifts through at least August 31st.
 - b) Procedures for non-holiday and non-weather library closures / decision-making – Lesley suggested we have a policy that includes specific examples of events and consider the communication of the unanticipated closures along with a timeframe.

- c) Personnel policy – Payment vs. leave time for non-holiday and non-weather closures – Geri Denton suggested Lesley Kimball create a draft policy for review at next meeting.
- d) Budget process – Traditionally, draft budgets have been due to Town Administrator about December 1 and hearings take place around the 3rd week of January. Board starts looking at a draft budget in October. Selectmen have talked about moving the dates forward but nothing has changed as of yet. Unless a change is made, the Board will begin budget review in October.
- e) Appraisal process – Oct 1 and Nov 30 are typical time frames for appraisals to be due. Selectmen are considering moving these dates up as well but may not be this year. Lesley Kimball completes the appraisal forms for the staff and the Board completes Lesley's. Board signs all appraisals.

VI. Reports

- a) Treasurer's Report
 - i. Donations to Accept – none to accept at this time.
 - i) Fundraising account & reporting – Treasurer's report was shared.
 - ii. Report Format/Presentation comments – no comments.
- b) Director's Report
 - i. Report was shared with the group.

VII. Executive Session (Non-public session - if necessary) [RSA 91-A:3](#)

- a. At 8:15 pm, per Title Vi, Public Officers and Employees, Chapter 91-A, Access to Governmental Records and Meetings, Section 91-A, Nonpublic Sessions, Chapter II, Steve Simons moved to go into non-public session for personnel issues. Geri Denton seconded the motion. Unanimously approved. At 8:35 the Board returned to public session.

VIII. Next Meeting: MONDAY, September 17, 2018 (date changed from second Monday of the month, Sept. 10, per the vote.)

- a) Meeting schedule/location information. Sept, Nov, Girls Who Code

IX. Adjournment – Kate moved to adjourn at 8:38 pm.