

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, March 21, 2022, 6:30pm
Meeting Held @ Wiggin Memorial Library**

I. Call to Order - Kate Kim called the meeting to order at 6:37 pm.

Attendees In Person - Library Director Lesley Kimball, Library Trustee Kate Kim, Library Trustee Susan Wilbur, Library Trustee Dree Sherry, Library Trustee Connie Gilman, Library Trustee Ana Makabali, Library Alternate Trustee Michele Corti, Library Alternate Trustee Kathy Bower, Former Library Trustee Michael Hunter, Former Library Trustee Steve Simons

Attendees Via Zoom - Library Alternate Trustee Mike Deutsch

a. Welcome New Trustees / Brief Orientation - Connie Gilman and Ana Makabali were elected March 8, 2022 and have been sworn in as new Trustees on the Board. Lesley shared a BOT manual.

Steve said that because there are new trustees, all current trustees have to sign a new card at People's United Bank authorizing them to sign library checks. Ask for Christie.

b. Welcome Guests - None

II. Election of Officers -

a. Photos for website and announcement - A photo of Lesley and the current Trustees was taken for the website. Susan Wilbur was elected as Chair and Dree Sherry was elected as Secretary. Steve Simons explained the responsibilities of the Treasurer. Connie Gilman and Ana Makabali will meet with Lesley to go over Treasurer duties. Electing a Treasurer is tabled until the next meeting.

III. Review / Adoption of Minutes -Susan made a motion to adopt the revised February 21, 2022 meeting minutes. Dree Sherry seconded the motion. All voted in favor.

IV. Old Business -

- a. Budget 2022** – Lesley sent updates on the budget. The proposed budget was presented and voted on at the town meeting. The purchase of a new AED device is estimated to be \$1700. The unit in the town offices cost \$1444. Lesley will make out an order for this unit.
- b.** The question was posed if the BOT was in favor of beginning the hiring process for the new position of teen librarian. Kate Kim asked of any part of the personnel policy could impact the hiring process. There is a need for defining more clearly the description of the position before proceeding.

c. Policy Review –

Personnel Policy -Michael Hunter explained that the changes attempted in the rewrite of the policy focused on the employee classification which he described as cumbersome and confusing in its current state. He had investigated how other libraries describe their workers. [e.g.- The terms of full-time and part-time employment are described in a variety of ways. Other categories are also confusing.] Kathy Bower suggested presenting both versions of the personnel policy to a lawyer to see where the legal safety lies. The goal is to be clear and currently the wording of the policy is not.

Health Emergency -In an event like the pandemic, there is a need to have those with specialized knowledge working who can help maintain the function of the library. Lesley and Kathy will meet to find language that describes what is necessary and how that affects specific staff members. Lesley passed around a final version of the policy for the trustees to sign.

The Board agrees that now is the time to sort all of these discrepancies out so that the policy being used actually reflects current practices.

d. Communication Skills Training – The first phase of the training was completed on March 11, 2022.

A presentation was offered for review by the Board in a video format. This presentation was offered in place of an in-person presentation as the facilitator was not available for tonight's meeting. A request for an in-person presentation allowing the members of the Trustees to ask questions and gain some insight for how well this is going will be made. Some discussion took place regarding the vocabulary used to describe the intention of the work.

Lesley reviewed some of the impressions she had of the activities during the workshop.

Kathy Bower suggested developing a script that describes what the Board wants to accomplish.

Kate Kim offered to write up a needs assessment with clear intentions for the outcome. Lesley and Dree will be in communication with Amanda Price regarding the next phase of this work.

V. New Business -

a. Schedule BOT orientation (April or May) – Lesley will send something out regarding available dates for when this orientation could take place. Perhaps a Saturday or another Monday evening could be arranged.

b. BOT work calendar 2022 - 2023 – Lesley presented the calendar for the upcoming year for review.

c. Appreciation-Steve Simons and Michael Hunter were thanked for their dedicated service as Trustee members and were presented with appreciation gifts from the Board.

VI. Director's Report - Lesley sent out via email and distributed.

VII. Treasurer's Report - Lesley distributed the report. Kate Kim moved to accept the \$100 in Fundraising and \$200 in Operating Gifts as reported. Connie Gilman seconded the motion. All voted in favor.

VIII. Next Meeting - April 18, 2022, 6:30pm

IX. Adjournment Kate Kim made a motion to adjourn the meeting; Dree Sherry seconded the motion. All voted in favor. Meeting was adjourned at 9:00 pm.