

Wiggin Memorial Library - Stratham, NH

Minutes of the Board of Trustees Meeting Tuesday, February 8, 2011

A regularly scheduled meeting of the Board of Trustees took place Tuesday, February 8, 2011 at the Wiggin Memorial Library. Bruce Cotter called the meeting to order at 7:00 p.m.

The following persons were in attendance: Chairperson and Trustee Bruce Cotter; Secretary and Trustee Eileen Bischoff; Treasurer and Trustee Vic Collinino; Fundraising Chairperson and Trustee Murray Segal; Trustee Dree Sherry; Alternate Trustees Lee Beauregard and Vicki Marbacher; Trustee Emeritus Craig Wark; Friends of the Library President Richard McCallum; and Library Director Lesley Kimball. Not present was Alternate Trustee Julie DeFelice.

I. Guests and Welcomes

No guests were present.

II. Action Items

Minutes: The minutes of the January 2011 meeting were reviewed. Vic Collinino motioned to accept the minutes. Motion was seconded by Lee Beauregard. All members were in favor and the January 2011 minutes were approved.

III. Old Business

Budget Presentation: Lesley Kimball recapped the January 20, 2011 presentation to the Budget Committee. The Board of Selectmen have come back with a bottom line budget of \$373,669.00 for the library. Adjustments will be made in the budgeted amounts for Media, Education/Training and Programs. The Trustees accepted these adjustments and have a working budget going forward.

Computer Leasing/Purchasing Update: A discussion was held on the subject of library computers. The Board of Selectmen would like the library to change from a three year lease program to a four year replacement/purchase cycle using funds set aside annually in the Town of Stratham's Capital Improvement Plan. A memorandum of agreement was reviewed and discussed. The Trustees still have questions regarding this policy change and would like to discuss further. Lesley Kimball will set up a meeting with representatives from the Trustees, Board of Selectmen and Budget Committee to further discuss this proposed change.

Custodial Services: The continuing need for additional custodial services was discussed. The Trustees agreed there is a need for someone to come in once a week until the town custodian is back to 100% of his duties. Lesley Kimball will look into options. The library would also like to thank Bruce Cotter for his valuable assistance with cleaning and snow shoveling.

IV. New Business

2011 Policy Review Timeline: A copy of the timeline was distributed. Lee Beauregard will assist Lesley Kimball with the Technology Plan, set for review in April. A meeting of the Long Range Plan Committee has been scheduled for Saturday, February 26th.

Meeting Room Policy: Since the library meeting space is new, this policy which was originally reviewed in May 2011 was fast tracked for an additional review. The policy was discussed and a copy will be ready for signing at the March 2011 Trustees meeting.
Budget Disbursement: There was a discussion about the procedure for handling unexpended funds at the end of the fiscal year. Lesley Kimball updated the Trustees on procedures for encumbered expenses and monies placed into a nonlapsing fund.

V. Reports and FYI's

The Treasurer's Report was reviewed and discussed.

The Fundraising Report was reviewed and discussed. Additional items include:

- The spring book sale will be held April 8-9.
- The next meeting of the Fundraising Committee will be February 15.
- Charitable gambling was discussed. Our application would have to go through the Friends of the Library and be approved by the State of NH. This idea merits further consideration.
- Murray Segal will continue to pursue antique shows as fundraisers

The Director's Report was reviewed and discussed.

VI. Executive Session

There was no executive session.

VII. Next Meeting and Adjournment

The next meeting of the Wiggin Memorial Library Board of Trustees will be Tuesday, March 8, 2011 at 7:00 p.m. The February 2011 meeting adjourned at 8:55 p.m.

Respectfully submitted,

Eileen Bischoff
Secretary and Trustee.