

# Wiggin Memorial Library - Stratham, NH

## Minutes of the Board of Trustees Meeting Tuesday, November 8, 2011

A regularly scheduled meeting of the Board of Trustees took place Tuesday, November 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; Trustees Murray Segal and Dree Sherry; Alternate Trustees Connie Adams and Vicki Marbacher; Friends of the Library President Richard MacCallum and Library Director Lesley Kimball. Not present were Treasurer and Trustee Vic Collinino, Alternate Trustee Lee Beauregard and Trustee Emeritus Craig Wark.

### I. Guests and Welcomes

No guests were present.

### II. Action Items

**Minutes:** The minutes of the September 2011 meeting were reviewed. Dree Sherry motioned to accept the minutes. Motion was seconded by Vicki Marbacher. All members were in favor and the September 2011 minutes were approved.

**Accept Donations Received:** No donations were received since the September 2011 meeting.

**Request from Joyce Charbonneau:** Bruce Cotter read a letter from Joyce Charbonneau about the Parker Arizona Public Library, featured in a Parade Magazine article in September 2011. Joyce asked if the Board would be willing to make a donation to the Parker Public Library. Murray Segal motioned that the Wiggin Memorial Library make a donation of \$100. Motion was seconded by Dree Sherry. All members were in favor and the motion was approved.

### III. Old Business

**Harvest Craft Fair:** The October 22nd craft fair was a success, raising \$1055 plus an additional \$200 raised by the teens. Murray Segal will send a letter to Lori Morse thanking her for her all her hard work putting this fair together with such short notice. There was a good variety of crafts and the vendors had a successful day. The Board hopes this can become an annual fundraiser.

**Book Sale:** The October book sale raised approximately \$1000. Bruce mentioned there was not the usual number of book dealers at this sale. It was suggested that a notice go out to area book dealers in advance of future sales to remind them of the dates.

**Director's Evaluation:** This was deferred to the next meeting.

### IV. New Business

**2012 Budget:** Lesley Kimball reviewed a draft of the proposed budget for 2012. This draft is a realistically conservative budget. Particular items of note are:

- Trust Funds/Interest - Amount will be changed from \$3000 to \$1800. Expense and income totals will be reduced accordingly.
- Programming - Decrease is due to the good job that the staff has been doing bringing in donations/contributions for programs.
- Technology - While a grant paid for the KOHA system there are annual support costs of \$4000. The technology increase covers half of this cost, fundraising will be done to cover the other half.
- Web site - Increase covers the additional cost of hosting the town/library web site.
- Supplies - This covers working supplies and minor furnishings/maintenance. The difference between the budgeted and actual amounts is covered by income.
- Postage - Decrease is due to more correspondence being sent by e-mail.
- Newsletter - Budget includes one printed newsletter. Costs for a second newsletter would have to come from fundraising.
- Equipment - The decrease is based on actual expenditures.

**2012 CIP Request:** The annual CIP amount of \$6500 covers the cost of cyclical replacement of the library computers.

Lesley will make any necessary changes to the budget draft.

#### **V. Reports and FYI's**

- The Treasurer's Report was reviewed and accepted.
- Fundraising was discussed. Bruce Cotter would like to set a goal of \$7000-\$8000 for 2012. The next meeting of the Fundraising Committee will be Tuesday, December 6th.
- The Director's Report was reviewed and accepted. Items of special note include the Law Depot program, window replacement in progress, and potential book discussion group.
- Bruce Cotter and Dree Sherry updated the Board on the recent meeting of the 100th Anniversary Committee. The Board approved a notion of providing \$200 to \$400 to this committee.
- Last, but not least, a reception will be held Saturday, November 12 at 1:00 p.m. to honor Bruce Cotter's NHLTA Trustee of the Year Award and Phyllis Danko and Jan Streelman being named Children's Champions by Stratham Memorial School. Congratulations to Bruce, Phyllis and Jan for these well deserved honors.

#### **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, December 13, 2011 at 7:00 p.m. The November 2011 meeting adjourned at 8:52 p.m.

Respectfully submitted,

Eileen M. Bischoff  
Secretary and Trustee

