

# Wiggin Memorial Library - Stratham, NH

## Minutes of the Board of Trustees Meeting Wednesday, September 12, 2012

A regularly scheduled meeting of the Board of Trustees took place Wednesday, September 12, 2012 at the Wiggin Memorial Library. Bruce Cotter called the meeting to order at 6:35 p.m.

The following persons were in attendance: Chairperson and Trustee Bruce Cotter; Treasurer and Trustee Connie Aubin-Adams; Secretary and Trustee Eileen Bischoff; Trustees Lee Beauregard and Murray Segal; Alternate Trustees Vicki Marbacher and Penny O'Sullivan and Library Director Lesley Kimball. Not present was Alternate Trustee Terry Reardon Pollini.

### I. Guests and Welcomes

No guests were present.

### II. Action Items

**Minutes:** The minutes of the August 2012 meeting were reviewed. Connie Aubin-Adams motioned to accept the minutes. Motion was seconded by Vicki Marbacher. All members were in favor and the August 2012 minutes were approved.

**Accept Donations Received:** Additional donations honoring the memory of Irving Kimball and Trustee Emeritus Craig Wark were received. Eileen Bischoff motioned to accept these donations. Motion was seconded by Connie Aubin-Adams. All members were in favor and the motion was approved. Donations received in honor of Craig Wark will be used for commemorative plaques and a sound system for the community meeting room, which will be renamed "Craig's Room" in his honor.

### III. Old Business

**Law Enforcement Policy:** A draft of the policy was reviewed. A few grammatical corrections will be made and a copy will be presented at the next meeting for trustee signatures.

**Social Media Policy:** The draft of the policy was reviewed. The first sentence will be deleted. There was a short discussion regarding disclaimers and where they can be posted. Any comments/corrections should be submitted to Lesley no later than one week before the October meeting.

**Staff/Volunteer Appreciation Event:** This year's appreciation lunch will be held Sunday, September 16, 2012 at the home of Bruce and Betsy Cotter. Attendance and assignments were confirmed.

**Director's Evaluation:** Not all board members have returned evaluations to Bruce. All outstanding evaluations should be submitted to Bruce as soon as possible.

### IV. New Business

**Book Sale:** The fall book sale dates are October 12th and 13th. The Friends of the Library will hold a bake sale during the book sale hours. Setup for the sale will be Thursday, October 11th at 2:00 p.m. The next meeting of the book sale committee will be held September 18th at 4:00 p.m.

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

- The Treasurer's Report was reviewed and accepted. Bank signature forms were again signed by the Trustees. Connie Aubin-Adams advised information on a bank review will be forthcoming. The budget process will begin in October.
- Fundraising was discussed. An additional \$125 will be submitted for outstanding wine raffle tickets. Connie Aubin-Adams explained that the Board of Selectmen must authorize any tables we would like to set up on Election Day to sell library items as well as provide information on the TD Bank Affinity Program. If tables are authorized, coverage will need to be confirmed. The 2nd annual craft fair will be held Saturday, October 20 from 10:00 a.m. - 4:00 p.m. There will be a bake sale and raffle items as well but no kids crafts.
- The Director's Report was reviewed and accepted. Special note was made that the Strategic Plan is again a work in progress. The summer adult reading program was a success with 17 participants providing 190 reviews. The teen area reports good attendance numbers including one afternoon with 43 teens present after school. The New Direction Raffle raised \$525 for the teen room.
- Murray Segal suggested the library should also be designated a Community Center for the town. A discussion ensued on the role of the Wiggin Memorial Library in the community, and this idea will first go to the Strategic Planning Committee for further review.

## **VI. Executive (Non-Public) Session**

There was no Executive (Non-Public) Session.

## **VII. Next Meeting and Adjournment**

The next meeting of the Wiggin Memorial Library Board of Trustees will be Tuesday, October 9, 2012 at 6:30 p.m. The September 2012 meeting adjourned at 7:37 p.m.

Respectfully submitted,

Eileen M. Bischoff  
Secretary and Trustee