

Wiggin Memorial Library - Stratham, NH

Minutes of the Board of Trustees Meeting Tuesday, October 9, 2012

A regularly scheduled meeting of the Board of Trustees took place Tuesday, October 9, 2012 at the Wiggin Memorial Library. Bruce Cotter called the meeting to order at 6:40 p.m.

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

I. Guests and Welcomes

Bruce Cotter welcomed new Alternate Trustee Terry Reardon Pollini.

II. Action Items

Minutes: The minutes of the September 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 September 2012 minutes were approved.

Accept Donations Received: Additional donations of \$450 honoring the memory of Craig Wark were received as well as a \$50 gift. Eileen Bischoff motioned to accept these donations. Motion was seconded by Connie Aubin-Adams. All members were in favor and the motion was approved.

Policies:

- Response to Law Enforcement Policy: The revised Response to Law Enforcement Policy was approved and signed by the Trustees.
- Social Media Policy: The new Social Media Policy was approved and signed by the Trustees.
- Vicki Marbacher motioned to adopt both the Law Enforcement and Social Media Policies. Motion was seconded by Eileen Bischoff. All members were in favor and the motion was approved.

III. Old Business

Staff/Volunteer Appreciation Event: The September 16th party was enjoyed by all. The Trustees thank Bruce and Betsy Cotter for again hosting the event.

Director Evaluation: The Director's Evaluation for Lesley Kimball was discussed and signed by the Trustees. All Trustees were unanimous in their positive review of Lesley Kimball.

Book Sale: The next book sale will be October 12-13, 2012. Setup for the sale will take place Thursday, October 11th at 2:00 p.m. There will be no Friends of the Library bake sale during book sale hours, however Trustees are encouraged to provide baked goods for the sale patrons.

Fall Craft Fair: Due to the increased number of vendors, the craft fair will be expanded into the lobby area as well as the community meeting room.

IV. New Business

Library Closure on Election Day: Due to the anticipated large turnout for voting at the Municipal Center, the library will be closed on November 6, 2012. Staff will have the option to help at the election. Lesley Kimball advised it will also be a good opportunity to take inventory. Trustees are encouraged to help if schedules permit. Connie Aubin-Adams will try to obtain Board of Selectmen approval for a table to sell library items on Election Day and passed around a signup sheet for table coverage if approved. Murray Segal motioned to close the library on Election Day. Motion was seconded by Lee Beauregard. All members were in favor and the motion was approved.

2013 Budget: The first draft of the 2013 budget was discussed and reviewed line by line. There has been no indication of target rate yet from the Board of Selectmen. Lesley Kimball explained the Special Request line item which covers the purchase of a book covering system. The current payroll calculation system was discussed.

V. Reports and FYI's

- The Treasurer's Report was reviewed and accepted. Connie Aubin-Adams advised she has spoken to five banks and one credit union and expects to have proposals from all soon. After review a recommendation will be made regarding a future banking partner.
- Fundraising was discussed. The book sale and craft fair were covered under old business. Bruce Cotter will organize the Dickens *A Christmas Carol* fundraiser.
- The Director's Report was reviewed and accepted. The next meeting of the Strategic Planning Committee will be Saturday, October 27th at 10:00 a.m. Special note was made of the number of programs organized by Assistant Director Tricia Ryden, as well as the Teen Area preparations for the upcoming craft fair.

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, November 13, 2012 at 6:30 p.m. The October 2012 meeting adjourned at 7:57 p.m.

Respectfully submitted,

Eileen M. Bischoff
Secretary and Trustee