

Wiggin Memorial Library – Stratham, NH

Minutes of the Board of Trustees Meeting

Tuesday, June 11th, 2013

A regularly scheduled meeting of the Board of Trustees took place Tuesday, June 11, 2013 at the Wiggin Memorial Library. Bruce Cotter called the meeting to order at 6:34 p.m.

The following persons were in attendance: Chairperson and Trustee Bruce Cotter Trustee Lee Beauregard; Trustee Penny O'Sullivan; Secretary and Trustee Vicki Marbacher; Alternate Trustee Steve Simons; Alternate Trustee Terry Reardon Pollini and Library Director Lesley Kimball. Not present were Treasurer and Trustee Connie Aubin-Adams and Alternate Trustee Allison Knab.

I. Guests, Welcomes and Announcements

Bruce Cotter thanked the board for reelecting him as Chairperson and noted that this is the last of his six years.

II. Action Items

a) Terry Reardon Pollini corrected the spelling of her middle name in the May minutes. Lee Beauregard motioned to accept the minutes as corrected. Penny O'Sullivan seconded the motion. All members were in favor and the minutes were approved as corrected.

b) Accept Donations Received: Lesley Kimball announced that a \$500 donation was received and will be used to purchase museum passes. Lee Beauregard motioned to accept the donation. Motion was seconded by Penny O'Sullivan. All members were in favor and the donation was accepted

III. Old Business

a) Memorial Day Parade: Lee Beauregard and Penny O'Sullivan reported that the hungry caterpillar was very successful. Steve Simons noted that the Daisys were a great caterpillar.

Lesley informed the board that Stella Scamman does have a hay wagon available as a base for a float (for future parades).

b) Trustee orientation will be June 29 at 10:00 a.m. in Craig's Room. Bruce Cotter noted that NHLTA sent reference papers for all Trustees and Alternates in February. Lesley Kimball will make sure a set is distributed to each trustee and alternate.

c) Staff Luncheon will be held September 29 1 to 4 p.m. At Bruce Cotter's home.

IV. New Business

a) Book Sale : The sale of VHS tapes was discussed and the board agreed that this October will be the last time that they will be accepted for the sale. Signs will be posted in the library to let the patrons know.

b) Working with the Press: Lesley noted that newspapers are not sending reporters – the paper will use a press release that has been sent. Penny has volunteered to present a workshop on press releases. The board should look for interesting descriptions to use in press releases and use word of mouth to promote the library and its events.

c) Fire House Raffle tickets: The Fire Department would like to enlist the library to sell tickets for their raffle. The board approves their sale.

V. Reports

a) The Treasurer's report was reviewed and accepted. Audit update: all blank and voided checks must be kept in a locked cabinet.

b) Fundraising report: Lee Beauregard and Chris Barley will meet after June to discuss ideas. TD Bank Affiliate program – the library will be receiving a \$300 check from this program. Lesley will

arrange a picture and press release.

c) The Director's report was reviewed and accepted. It was noted that trustees are encouraged to attend the Summer Reading Kick-off on June 26 at 7 p.m.

VI. Executive Session(non public session)

There was no Executive(Non-public) session.

VII. Adjournment

The next Trustee meeting will be held July 9th, 2013 at 6:30 p.m. The June meeting of the Wiggin Memorial Library Board of Trustees was adjourned at 7:28p.m.

Respectfully submitted,

Vicki Marbacher
Secretary and Trustee