

Wiggin Memorial Library - Stratham, NH

Minutes of the Board of Trustees Meeting

Tuesday, February 11, 2014

A regularly scheduled meeting of the Board of Trustees took place Tuesday, February 11, 2014 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, Trustee Penny O'Sullivan, Alternate Trustee Terry Reardon Pollini, Alternate Trustee Steve Simons, and Library Director Lesley Kimball. Trustee Lee Beauregard was not present at the beginning of the meeting and Alternate Trustee Terry Reardon Pollini served in his place until his arrival. Not present were Secretary and Trustee Vicki Marbacher, and Alternate Trustee Allison Knab. Alternate Trustee Steve Simons served in place of Vicki Marbacher and Trustee Connie Aubin-Adams served as Secretary. Town Administrator Paul Deschaine appeared briefly.

I. **Guests, Welcomes and Announcements**

No guests were present at the start of the meeting. Town Administrator Paul Deschaine appeared briefly mid-meeting to provide requested data.

II. **Action Items**

a) Minutes: Acceptance of the minutes of the January, 2014 meeting were tabled to allow for everyone's review. Director Lesley Kimball confirmed that she had not sent an email notice, but that the Minutes were online and she would send a link.

b) Donations Received: Lesley Kimball reported that \$500 in donations have been received since the January meeting. Steve Simons motioned to accept all donations. Motion was seconded by Penny O'Sullivan. All members were in favor and the motion was approved.

III. **Old Business**

a) 2014 Budget/Salaries: Lesley reviewed the budget as approved by the Board of Selectmen. \$87.3K were approved as requested for non-salary expenses, and \$305,589 approved for salaries or close to \$4,500 lower than requested. This year the Board of Selectmen (BOS) used a Local Government Center (LGC) report of salaries in towns with a similar population as part of the basis for increases. Our approved budget reflects a 1% COLA and individual adjustments based on the BOS goal to have salaries in the 75th percentile of the towns on the LGC report. Lesley requested a copy of the LGC report, but in the interim used NHLA data to review how salaries compare with towns with similar population and where the positions matched (i.e. full or part time). She provided a spreadsheet that shows we are still below the 75th percentile for the Assistant Director, Teen Librarian, and especially Circulation/Cataloging positions. NHLA salary data for surrounding towns confirms we are low in our job market, and this leaves us vulnerable if someone leaves. Lesley Kimball shared that she believes not all Town positions have job descriptions and that's why the BOS use population for their comparison. Penny O'Sullivan asked if the salaries

could be adjusted, and Lesley and Bruce confirmed that the Trustees can allocate the approved salary dollars at their discretion, but could not use funds approved for materials or other purposes to make up the shortfall. Bruce suggested we get the LGC report for analysis to determine if we need to approach the BOS with adjustments. Bruce questioned if any changes were made to the Capital Improvement line, and Lesley confirmed that none were made and that this is a 'test' year because this is the year we will actually make computer purchases.

Executive (Non-Public) Session

Bruce Cotter called the Board into Executive (Non-Public) Session at 6:55 p.m. Steve Simons made motion which was seconded by Penny O'Sullivan. The budget and specific personnel matters were discussed. Executive (Non-Public) Session was concluded at 7:22 p.m.

b) Strategic Planning Pictures: Lesley will prioritize and work with Penny once budget settled.

IV. New Business

a) Historical Society Report: The report was received and reviewed. Lesley reminded Trustees that we own the building that the Historical Society is in, give them 1/4 of our trust fund earnings to put into a fund for maintenance on the building, and they provide us with a report annually of how funds were spent. Lesley reviewed our payments to them and found we had not paid all funds owed to them; this was done in December.

Town Administrator Paul Deschaine made an unplanned appearance and provided Lesley with the LGC report as requested.

V. Reports

a) Treasurer's Report was reviewed and accepted.

b) Fundraising efforts were discussed. Penny updated the board on selling High Mowing seeds. Basically lots of work for not a lot of return so we will not pursue. Lee reviewed the Fundraising Schedule and Penny O'Sullivan and Connie Aubin-Adams will co-chair the Craft Fair, with direction this year from Bruce. Chocolate bars will not be pursued as a fundraising option. Lee Beauregard noted that the Wine Baskets were successful in the past and we should look to pursue that again. Lee also had a chance to investigate the Charitable Gaming option, which the Friends of the Library could apply for. He is still sorting through details, but this could be lucrative to the tune of thousands of dollars. Lee will follow up with the Friends. Lesley noted that other popular ideas including a trivia night or time and talent auction could be pursued.

c) Director's Report was reviewed and accepted. Specific items noted included the Feb. 17 Staff Training Day, Candidate's Night on March 6, and Lesley's attendance at the Public Library Association Conference. Tricia will represent the Library at the Town Meeting 3/14. Lesley also noted that Tricia's Ice Fishing night was hugely successful with two more planned. Attendance at the 3rd grade book club is down due to rehearsals for the school musical. Lesley also noted that past trustee Frank Hart passed away and we will send a sympathy card.

VI. Executive (Non-Public) Session

Bruce Cotter called the Board into Executive (Non-Public) Session at 7:39 p.m. Specific personnel/salary issues were discussed. Executive (Non-Public) Session was concluded at 7:55 p.m.

VII. Next Meeting and Adjournment

Due to a conflict with the Town of Stratham Election Day, the next meeting of the Wiggin Memorial Library Board of Trustees will be Monday, March 10, 2014 at 6:30 p.m. The February 2014 meeting adjourned at 8:03 p.m.

Respectfully submitted,

Connie Aubin-Adams, Acting Secretary and Trustee