

Wiggin Memorial Library – Stratham, NH

Minutes of the Board of Trustees Meeting Tuesday August 12, 2014

A regularly scheduled meeting of the Board of Trustees took place Tuesday August 12, 2014 at the Wiggin Memorial Library. The meeting was called to order at 6:34p.m.

The following persons were in attendance:, Trustee and Treasurer Connie Aubin-Adams, Trustee and Secretary Vicki Marbacher, Trustee Terry Reardon Pollini, Trustee Penny O'Sullivan and Library Director Lesley Kimball . Not in attendance were Trustee and Chairperson Lee Beauregard, Alternate Trustee Steve Simons, Alternate Trustee Allison Knab and Alternate Trustee John Dozet. Connie Aubin-Adams volunteered to chair the meeting.

I. Guests, Welcomes and Announcements

No guests were in attendance.

II. Action Items

a) Minutes: Terry Reardon Pollini motioned to approve the July minutes. Penny O'Sullivan seconded the motion. All members were in favor.

b) Accept Donations Received: Lesley Kimball noted that no donations had been received.

III. Old Business

a) Meeting Room Policy: the board reviewed the revised policy. Vicki Marbacher motioned to accept the revision. Connie Aubin-Adams seconded the motion. All were in favor. Lesley Kimball is setting up a procedure for the staff to implement the policy.

b) Strategic Plan Draft: Lesley Kimball reviewed the cover proposed by the graphic designer. The board was not in favor of his proposal and suggested alternate ideas.

c) Computer upgrade update: Paul Wolf is moving forward but installation is now expected by the end of September (he is also working on the town's server).

d) Staff Appreciation Party: Connie Aubin-Adams will confirm the date via email. It was decided that the menu will be burgers, veggie burgers, and dogs. Connie Aubin-Adams will bring a couscous salad and a dessert. Vicki Marbacher will bring a pasta salad and dessert. Terry Reardon Pollini will be out of town Sept. 6. Lesley Kimball will get a head count from the staff. Connie will email all trustees with this information.

e) Alternate Trustee: Lesley Kimball announced that our newest Alternate Trustee is John Dozet. He was unable to attend due to a work conflict.

IV. New Business

a) Equipment Loan Policy: the board reviewed the policy. Connie Aubin-Adams motioned to accept the policy. Penny O'Sullivan seconded the motion. All were in favor.

b) Budget: Lesley Kimball has requested wish lists from all the department heads. She noted that the line item for collections has not increased in a number of years and should increase this year.

c) Directors Evaluation: Lesley Kimball supplied the board with information about her performance. The evaluation usually takes place in October.

d) Sales of the new Stratham History: David Canada has requested that it be sold at the library. The board approved this.

V. Reports

a) Treasurer's report: it was discussed and approved.

b)Fund-raising report:Lesley Kimball has an idea to rework the children's room shelving to use the fund-raising money. She will get proposals.

- i) Granite State Candy – Terry Reardon Pollini has contacted the company: Their minimum quantity order is 192 bars; lead time is 2 weeks and expiration dates run 9 to 12 months. The price of each bar is \$1.25 resulting in about a \$.75 profit per bar.
- ii) Penny O'Sullivan brought up the Sweet Grass fund-raiser. Lesley Kimball will contact the fund-raising committee to get their help with that.
- iii) Craft Fair: October 26 being chaired by Connie Aubin-Adams and Penny O'Sullivan. Lesley Kimball will give them Laurie Morse's contact information.

iv)TD Affinity Program: Connie Aubin-Adams reported that we received \$1378.28(!!!) for this past year.

c)Director's report : Lesley Kimball reported that the Selectmen have arranged for a private magazine for the town. It will be sent to every resident, town business and all advertisers. The statistics for various collections were reviewed.

V. Executive Session(non public session)

No executive session was needed.

The next Trustee meeting will be held September 9, 2014 at 6:30p.m.Vicki Marbacher moved to adjourn the meeting. Terry Reardon Pollini seconded the motion. The August meeting of the Wiggin Memorial Library Board of Trustees was adjourned at 8:39p.m.

Respectfully submitted,

Vicki Marbacher
Secretary and Trustee