

Wiggin Memorial Library – Stratham, NH

Minutes of the Board of Trustees Meeting Tuesday March 10, 2015

A regularly scheduled meeting of the Board of Trustees took place Tuesday March 10, 2015 at the Wiggin Memorial Library. The meeting was called to order at 6:36 pm.

The following persons were in attendance: Trustee and Chairperson Lee Beauregard, Trustee Penny O'Sullivan, Trustee Terry Reardon-Pollini, Alternate Trustee Steve Simons and Library Director Leslie Kimball. Not in attendance were Trustee and Treasurer Connie Aubin-Adams, Trustee and Secretary Vicki Marbacher and Alternate Trustees John Dozet and Allison Knab. Alternate trustee Steve Simons was designated to vote for Trustee Vicki Marbacher.

I. **Guests, Welcomes and Announcements**

Richard 'Dick' McCallum, Friends of the Library was a guest.

II. **Action Items**

- a) Minutes: Lee Beauregard moved to accept the February minutes. Penny O'Sullivan seconded the motion. All were in favor.
- b) Accept Donations Received: Lesley Kimball reported annual appeal donations totaling \$4705.00 and Giving Tree donations of \$473.00 Steve Simons moved to accept the donations. Penny O'Sullivan seconded the motion. All were in favor.
- c) Book sale volunteer sign-up sheet was distributed. There was discussion that one person should be at each entrance to the book sale during the Early-Preview Sale.

III. **Old Business**

- a) Book Sale Prep: The volunteer sign-up sheet continues to be circulated. Included in this is the Thursday April 9 help needed to move books. There will be \$10 admittance fee for the Early-Preview sale. The Special Collection sale will be present also. Arrangements have been made for signage.
- b) Strategic Plan Draft: Leslie Kimball is in need of photographs of the trustees. It was agreed that Penny O'Sullivan had some excellent photos of the trustees from Phyllis Danko's tea in December 2014.
- c) Computer Upgrade Update: It is going very well. The public and catalog computers are up and running.
- d) Candidate's Night on March 5, 2015 also went very well.

IV. **New Business**

- a) Alternate Trustees need to be sworn in.

V. **Reports**

- a) Treasurer's Report: Leslie Kimball presented a new line-item format. The board suggested that payroll salaries be added to the line items in addition to bulleted highlights when necessary. Lee Beauregard noted the discrepancy between 22% spent and 19% expenses.
- b) Fundraising Report: Dick McCallum reported that \$257.00 was raised at the Margarita's Restaurant benefit on February 26, 2015. He also reported that the Wiggin Memorial Library will be one of four organizations to receive a 5% profit from the restaurant on June 4, 2015. The date is subject to change. The board will be seeking a new fund-raising chairperson as Lee Beauregard is stepping down. The board agreed the new chairperson can be sought outside the board. Lesley Kimball will send out an e-mail.
 - The book sale is under way.
 - Dick McCallum, Friends of the Library reported that the Friends will be sponsoring a museum pass.
 - Lesley Kimball mentioned that she is very appreciative of the support of the Friends and the money that comes back to the library.

- c) -Director's Report: Lesley Kimball reported that all is going very well. She has received great comments from the public. The library is reaching more people with technology. She discussed the 'Tech Try it Out' partnership with Staples as a possibility. Staples would bring various electronic reading devices to the library and staff would assist and teach patrons.
- Moving of books that are donated for the book sales has become very laborious for staff. Lee Beauregard and Terry Reardon-Pollini offered their teenage sons to be 'on-call' for assistance if that would be helpful.

VI. Executive Session (non-public session)

Payroll distribution proposal – Executive Session: This started at 7:45pm and ended at 8:02 pm. A motion was made to accept items brought up in executive session.

The next Trustee meeting will be held Tuesday April 14, 2015 at 6:30 pm. Steve Simons moved to adjourn the meeting. Penny O'Sullivan seconded the motion. The March meeting of the Wiggan Memorial Library Board of Trustees was adjourned at 8:10 pm.

Respectfully submitted,

Terry Reardon-Pollini, Trustee