

Wiggin Memorial Library- Stratham, NH
Minutes of the Board of Trustees Meeting
Tuesday, September 8, 2015

A regularly scheduled meeting of the Board of Trustees took place Tuesday, September 8, 2015, at the Wiggin Memorial Library. The meeting was called to order at 6:42 p.m. The following persons were in attendance: Trustee and Chairperson Lee Beauregard, Trustee and Treasurer Connie Aubin-Adams, Trustee Penny O'Sullivan, Trustee Terry Reardon Pollini, Alternate Trustee Steve Simons, Alternate Trustee John Dozet, Alternate Trustee Allison Knab, and Library Director Lesley Kimball. Not in attendance was Trustee and Secretary Vicki Marbacher; Connie agreed to act as Secretary in her absence and Allison was selected to stand in for her as a voting trustee.

I. Guests and Welcomes and Announcements

No guests were present.

II. Action Items

- a) Approve August Minutes: Penny O'Sullivan motioned to accept the minutes; Terry Reardon Pollini seconded the motion. All were in favor.
- b) Approve Donations Received: There were no donations to accept.
- c) Approve Library & Material Accessibility Policy: A few minor changes were suggested. Connie Aubin-Adams motioned to approve the Policy as amended; Allison Knab seconded the motion. All were in favor.

III. Old Business

- a) Technology Policy: There was discussion centered around what filters, etc. we have in place. Lesley shared that we only disallow access to sites (e.g. those using Bit Torrent protocols) that support illegal downloads. Trustees were asked to review the plan and suggest changes for the next meeting.
- b) Strategic Plan Draft / Logo: Lesley provided highlights of the final planning session with Alisa and shared the sample logos she received. Trustees voted on their favorite implementations of the logo on business cards and letterhead--Lesley to tally.
- c) Staff Appreciation: A picnic for employees and volunteers will be hosted by Penny and Bob O'Sullivan on Sunday, September 27th at 12:30 p.m. Games will be enjoyed!

IV. New Business

- a) Director's Evaluation: Lesley shared a new evaluation form that was the product of a committee working to unify town employee evaluations and tie them to merit increases. The new form and proposed process will be presented to the Selectmen within a few weeks, and this new format will be provided to the Trustees electronically for use in this year's Director evaluation.
- b) Book Sale volunteer sign up; other book sale info: Set up for the sale will be Thursday at 6 p.m. Candy bars and Sweet Grass Farm testers/order forms will be available; Lesley will have Tricia follow up with the Friends to confirm that they will have their wonderful

baked goods available. Early entry will be \$20 and payable as you enter to avoid confusion.

V. Reports

- a) Treasurer's Report: Connie reviewed the report as of August 30 showing us at 83% of total budget spending.
- b) Fundraising Report
 - a. 2015 Craft Fair: Connie met with Lori Morse and has assumed responsibility for the Fair. Lesley notified most of last year's vendors and posted the updated application to our website. Terry offered to help Connie with the Fair.
 - b. Sweet Grass Farm Fundraiser: We will be selling more of their line this year and Lesley is working to streamline the order form design to have them available by September 28.
- c) Director's Report: Lesley did not have a written report, and spoke of the conflicts she feels on her time especially as she is often called on for technical support. Lee suggested looking into having the department heads compile their own statistics. Lesley also shared upcoming personnel changes and plans.

VI. Executive Session (Non public session - if required)

No executive session was required.

VII. Next Meeting: October 13, 2015, 6:30 p.m.

VIII. Adjournment: Penny moved to adjourn the meeting; Allison seconded the motion. The meeting was adjourned at 8:17 p.m.

Respectfully submitted,
Connie Aubin-Adams, Trustee and Acting Secretary