

Wiggin Memorial Library
Stratham, NH

Minutes of the Board of Trustees Meeting
Monday February 8, 2010

A regularly scheduled meeting of the Board of Trustees took place Monday February 8, 2010, at the Wiggin Memorial Library. Craig Wark called the meeting to order at 6:05 PM.

The following persons were in attendance: Trustee Bruce Cotter, Treasurer and Trustee Vic Collinino, Chairperson and Trustee Craig Wark, Secretary and Trustee Donald Hatch, Trustee Dree Sherry, and Library Director Lesley Kimball.

I. Guests

No guests were present.

II. Action Items

Book Sale: The book sale is scheduled for April 9th and 10th. A checklist of tasks was distributed to the trustees. At the next meeting, we should attempt to organize and decide who will assume the various responsibilities. Pricing will remain the same. EBSCO has donated bags, larger than our own, however they will be offered to use for \$5 worth of books. Signage details need to be worked out. The purchase of a \$240 sign that is durable and available for future use is a consideration. Dissemination of information about the sale will be through the usual channels such as press releases and posters in local stores.

III. New Business

C.I.P. Final figures for the library budget, as it pertains to the C.I.P., have not been completed. It was determined that the total C.I.P. had to be cut down. As a result, \$10K was eliminated from all large projects including the library's. Since the electrical contracting will be \$20K less than projected, our total can be calculated at \$248K. Depending on how the figures for electrical contracting will be factored in, the library could end up with \$238K or lower.

Town Meeting. Citizens who are known to support the library should be encouraged to attend the meeting, and trustees should be prepared for questions. It must be clearly understood that the request is a one-time cost, a low one, and phase II will bring the building up to code. The building will then be an optimum use facility.

2010 Policy Review. A timeline schedule for the review of library policies was distributed to trustees. Discussion is planned for subsequent meetings.

Cleaning the Library. Janitorial services for the library have become an issue. The individual in charge is competent in the discharge of his duties. However, the square footage of town-owned buildings has dramatically increased,

making it very difficult to successfully complete necessary maintenance tasks. A letter will be drafted inquiring as to the future plans for providing appropriate janitorial services for the library as well as other town-owned properties.

IV. Old Business

There was no old business.

V. Reports and FYIs

- A. The Secretary's report was read and accepted.
- B. The Treasurer's report was reviewed and accepted.
- C. The Director's report was reviewed and accepted. Leslie stressed the importance of continuing to incorporate "overall usage statistics" in compiling statistical analyses of the library's increasing diversity.

VI. Executive session

There was no Executive Session.

The meeting adjourned at 6:58 PM.

The next meeting will be March 8, 2010 at 7:00 P.M.

Respectfully Submitted,

Donald Hatch
Secretary and Trustee