

# ***Wiggin Memorial Library- Stratham NH***

## **Minutes of the Board of Trustees Meeting Tuesday, September 13, 2016**

A regularly scheduled meeting of the Board of Trustees took place on Tuesday, September 13, 2016, at Wiggin Memorial Library. The meeting was called to order at 6:35 p.m. by Trustee and Chair Lee Beauregard. The following people were also in attendance: Trustee and Treasurer Connie Aubin-Adams, Trustee Penny O'Sullivan, Trustee and Secretary Steve Simons, and Library Director Lesley Kimball. Not in attendance were Trustee Terry Reardon Pollini, Alternate Trustee Nate Clinard, Alternate Trustee John Dozet, and Alternate Trustee Kate Kim.

### **I. Guests and Welcomes and Announcements**

There were no guests.

### **II. Action Items**

- a) **Approve August Minutes:** The August 9 minutes were reviewed and the language was corrected to read:
  - In Item II. a): Scamman's; and
  - In Item V. a.): Ryden; and
  - In Item V. b) 1. ApprovedSteve Simons moved to approve the minutes as amended. Penny O'Sullivan seconded the motion. The motion was approved unanimously.
- b) **Approve Donations Received:** There were no donations.

### **III. Old Business**

- a) **300<sup>th</sup> Anniversary Parade - Float:** A smaller float will be used. Volunteers will meet at the Town Center on Wednesday, September 21 from 3:00 p.m. to 7:00 p.m. to build the float. Interested parties can ride on or walk with the float.
- b) **Review/Sign Response to Law Enforcement Policy:** Connie Aubin-Adams moved to accept the Response to Law Enforcement Policy. Penny O'Sullivan seconded the motion. The motion was approved unanimously.
- c) **Staff Appreciation Picnic:** The picnic was very successful. Next year, to increase attendance, an attempt will be made to schedule it later in the year.

### **IV. New Business**

- a) **2017 Budget:** Next month discussion will begin on the 2017 Budget with emphasis on salaries. Lesley Kimball will email a draft to the Trustees.
- b) **Updated Job Descriptions for Review:** Lesley Kimball will email job description drafts to the Trustees for review at next month's meeting.
- c) **Distribute Social Media Policy for Review:** A draft of the policy was distributed for discussion at next month's meeting.

### **V. Reports**

- a) **Treasurer's Report:** Discussion showed that expenses were on budget.

- b) Fundraising Report
  - 1. Sweetgrass Farm Fundraiser: Lesley will send the form to the Board of Selectmen for approval.
  - 2. Craft Fair: There will not be a Craft Fair this fall.
  - 3. Book Sale: The Book Sale will be held October 14 and 15, with set-up on the 13<sup>th</sup> at 3:00 p.m.
- c) Director's Report: The report was presented with the following highlights:
  - 1. The Director is looking into starting a Cook Book Club. Participants will prepare different recipes from a selected cook book each month.
  - 2. The Taste of Stratham Pot Luck Supper, in conjunction with the 300<sup>th</sup> Anniversary C
  - 3. elebration, will be held at the Library on September 23<sup>rd</sup> at 6:00 p.m.
  - 4. The Library is applying for a \$1,500 grant from the Stratham Historical Society to digitize documents from NoveList.

VI. Executive Session: An executive session was not required.

VII. Next Meeting: Tuesday, October 11, 2016, 6:30 p.m.

VIII. Adjournment

Penny O'Sullivan moved to adjourn the meeting. Steve Simons seconded the motion and the meeting adjourned at 7:57 p.m.

Respectfully submitted,

Steve Simons  
Secretary and Trustee