

**Wiggin Memorial Library**  
**Board of Trustees Meeting**  
**Monday, December 18, 2023**

**Public Welcome**

**I. Call to Order/Welcome Guests:** Susan called the meeting to order at 6:30 pm.

Members in attendance: Susan Wilbur, Chair, Ana Makabali, Trustee, Connie Gilman, Trustee, Dree Sherry, Trustee, Kerry Cronin, Library Director, Kathy Bower, Trustee Alternate, Gale Lyon, Trustee Alternate

Absent from meeting: Veronique Ludington, Trustee, and Michele Corti, Trustee Alternate

Guests: Community members: Bob Lacoste and Heather Harvey.

**II. WML Staff: Cindy Rivers, acknowledging 15 years at Wiggin Memorial Library**

Cindy began at the library as a shelver. Later she took on more responsibility doing the cataloguing. This position includes supervising about 95% of the materials that are available to the patrons, customer service, ordering supplies and most recently, co-chairing the Cookbook Club begun in April of 2023. Asked about the cataloguing aspect of her job Cindy shared that she processes the materials coming in, puts materials on “hold” and processes those items going out to the patrons.

Cindy received gifts from the Board in appreciation for all her contributions to Wiggin.

**III. Review/Adoption of minutes of 11/13/23 and 11/28/23**

Dree moved to accept the minutes as written. Ana seconded that motion. All voted in favor to accept.

**IV. Friends of the Library Update**

Sharon Fish was unable to attend this meeting tonight. Connie shared her notes from the November 21<sup>st</sup> meeting with an update on the Craft Fair/Bake Sale.

The Friends are taking December off, scheduling their next meeting in January.

**V. Subcommittees-Chairs for each**

Kerry proposed electing a chair for each committee to simplify making final decisions.

**A. Fundraising**

**1. Giving Tuesday Update**

A letter went out on Monday, November 27<sup>th</sup>. Tours were offered on Tuesday, November 28<sup>th</sup> with minor attendance.

The fund-raising committee will meet again in January to elect a Chair and discuss next steps.

**B. HR/Policy**

**1. Committee overview**

Discussion took place regarding the Purpose and Process document of the HR/Policy Subcommittee. Kathy will make corrections-adding that each policy and job description will be reviewed “according to the Policy Review Timeline” and “once approved, the job descriptions will be shared internally online and in print and the policies will be shared on the library website and in print.” Susan moved to approve the document with corrections. Dree seconded the motion. All voted in favor.

## **2. Policy Review Timeline**

Discussion took place regarding the Policy Review Timeline. It was decided to add it as an addendum to the above document. The subcommittee will discuss any modifications to the timeline.

A suggestion was made to devote an entire Board meeting to focus on developing a Mission Statement and a strategic plan that would align all aspects of the library’s activities.

The personnel policy was described as an “active process” requiring an on-going review and being subject to change without a specific timeline that would allow maintaining the policy.

Discussion continued about the division of policy review work between the Board and the Director. A suggestion was made that the HR committee meet before the next scheduled Board meeting setting guidelines for the start of this whole process.

Kerry shared that she put together a new trustee manual. Susan will review the manual to compare it to the old she has.

## **C. Board Development**

### **1. Co-chair position**

Ana suggested she and Dree co-chair as they have done well on the Board Development thus far.

Information regarding the positions on the Board and the responsibilities of those positions has gone out in the form of bookmarks given to patrons and additional information in other sources such as the Selectman’s newsletters and the WML newsletters sent out via email.

## **VI. Director’s Report**

### **A. 2024 Holiday Schedule**

Discussion re: the floating 11<sup>th</sup> paid holiday. The Town has yet to decide on this. Connie moved to add the Indigenous People’s Day [October 14<sup>th</sup>, 2024] as the 11<sup>th</sup> paid holiday. Susan seconded it. All voted in favor.

### **B. Request to grandfather in existing complimentary library cards**

Connie moved to override the previous decision rescinding existing complementary library cards for non-residents. Susan seconded and all voted in favor.

### **C. Staff meeting dates**

Kerry presented the dates for staff meetings during the first quarter of 2024. [January 23<sup>rd</sup>, February 20<sup>th</sup>, March 19<sup>th</sup>. Discussion took place regarding having the closing dates posted in advance with the idea that patrons will become more familiar with this practice and not be inconvenienced by recurring meetings. Susan moved to accept the dates as proposed. Connie seconded and all voted in favor.

Kerry shared that Marijo will start working in January as Youth Services librarian.

## **VII. Budget**

### **A. Presentation**

Kerry will present the budget for WML in January. The date has not been set yet. Board members are encouraged to come to support her presentation.

### **B. Encumbered Capital Funding**

This money was designated for replacing carpeting and must be encumbered by December 31<sup>st</sup>. Vendors have submitted quotes. Susan moved to encumber \$10,000 to be used toward carpet replacement with a contract by December 31, 2023. Dree seconded. All voted in favor.

In addition, for the 2024 budget, David Morse is proposing \$15,000 in capital improvement funds to use towards a new library website.

## **VIII. Treasurer's Report**

Ana reported the M & T savings account has been closed. It was rolled over to TD Bank.

M&T checking has closed on all checks. The checking account is all set to be closed permanently.

## **IX. Other business**

Connie opened a discussion about promoting the idea regarding civic engagement. {providing information for voters}

## **X. Adjournment**

Susan moved to adjourn the meeting. Dree seconded. Meeting adjourned at 8:30.

**XI. Next meeting: January 15, 2024**