

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, November 16, 2020, 6:30pm
Virtual Meeting Via Zoom**

I. Call to Order - Kate Kim called the meeting to order at 6:33 pm.

Attendees - Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee Michael Hunter, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Trustee Joanne Ward, Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Beth Rohloff, Library Alternate Trustee Kathy Bower

II. Welcome / Guests - When posting the agenda, Lesley asked guests to call in for the meeting link or copy it from the posted agenda in an effort to avoid the zoom hacking we experienced last month.

III. Review / Adoption of Minutes - Joanne moved to adopt the October 19, 2020 meeting minutes. Steve seconded the motion. Via roll call vote, all voted in favor.

IV. Director's Report - Lesley shared her report via email. The highlight is that she thinks the library should change the service level and put a hold on appointments and only offer curbside/contactless pickup, based on the COVID data. This week, the appointment schedule is full so the plan is to start with only contactless pickup on the 23rd. She suggested we wait until MLK Day to reevaluate and determine whether appointments are reinstated.

She talked to staff about reaching out to patrons who have come in for appointments and letting them know the various ways the library can help them virtually browse. Pickup is currently working well in the hallway so that can continue. Staff will be in the building to answer phones. She is looking at the staff schedule to potentially set up a team based schedule - groups of 3 or 4 staff who always work together - to help in the event of a need for a quarantine.

Mike D. asked if there was an intermediate position to take - like cutting appointments in half. Lesley thought the best choice is to cut the number of people in the building rather than cutting appointments.

Steve asked if we could not put an reevaluation date on it and just say "until further notice." Kate thought we should put a date on it to give patrons an idea of when we will reassess, letting them know that this is more long-term.

Beth also added that it's not just patron exposure but also people browsing and touching the books.

6:43pm - Tricia Ryden joined in order to set up the library's evening program over Zoom.

6:56pm - The BOT left Zoom and rejoined using a Jitsi meeting room.

Lesley isn't concerned with the touching of materials based on the science of surface transmission. Data shows it is low risk.

Mike D. asked what other libraries are doing. Lesley said many are trying to figure out their plans. Last Friday, Lesley talked to the Portsmouth director. They are leaning towards continuing as planned until the 20th. Newfields and New Castle are shutting their doors. There is a statewide Directors call on Thursday morning and Lesley anticipates hearing from many that libraries are headed in the direction of shutting their doors.

Lesley shared this plan with the staff at today's staff meeting. Staff were very relieved to have appointments off the table. They are still comfortable with the pickup process. They started suggesting ideas to get the word out and figure out other ways to help patrons.

Michael asked about the status of carpeting in the library/municipal center. Lesley said it is not happening this year. There was confusion on whether the money for this project was in this year's budget. It is not allocated in this year's budget so the project is on hold.

7:06pm Steve rejoined the meeting.

V. Old Business -

a. Budget Update: Salary Request - Lesley shared via email 3 scenarios for the 2021 budget based on leaving merit and COLA the same for the various positions, but changing when a start date is established for a new Assistant Director (1/1/21, 2/1/21 or 3/1/21). Positions have moved around and pay ranges have changed so that makes the 2021 salary budgeting confusing.

Lesley is not sure we could logistically hire a new Assistant Director by 1/1/21. Kathy thinks she should get an Assistant Director as soon as possible to help alleviate and aid in some of her duties.

Kate questioned what the town is doing for merit/COLA. Lesley is not 100% sure. She wants to be reasonable with the budget request so scenario 1 isn't sitting well with her (with a 4.5% increase and a start date of 1/1/21 for AD).

Scenario 3, without merit increases, offers a 2.6% increase on bottom line and a 3.2% increase in salary. Lesley thinks this is a reasonable request.

Steve suggested 3% on the overall bottom line.

Kate shared that based on this past year's challenges, non-salary staff deserve merit or COLA so she's hesitant to leave that off the 2021 budget. Lesley agrees and would sacrifice her salary increase for the sake of increasing the hourly employees.

Michael asked if we can do merit bonuses this year using the extra money in the budget - with 12% of the year left and 21% of the salary budget left to spend. Steve asked how much time needed to put this into effect. Lesley said Dawna will need some lead time to process.

Michael asked about talking to staff about merit during appraisals but Lesley has already started.

Lesley will figure out how many pay periods are left in the year and how much we will have left unspent. She will share those numbers with the BOT and merit can then be discussed. Lesley will also find out how much time Dawna needs for lead time to set this up. The BOT is in agreement with this plan.

Michael suggested that then scenario 3 would work for a budget proposal for 2021.

b. Guidance Plan - Lesley doesn't have anything new to add right now and would like to still do it but push it off to the December meeting.

c. Director's Appraisal - Kathy shared that the BOT should have received the draft of Lesley's appraisal which is a composite of all the input she and Michael received. They would like feedback by 11/23. After final adjustments and BOT approval, Kathy and Michael will send it to Lesley and then set up a time to meet with her to finalize the appraisal.

d. Fundraising -

i. Sweetgrass Farm - Lesley is working on it but hasn't gotten the order form set up yet to send out to the public. She potentially can use the form from last year. The new plan will be to only do one order this year, in time for Christmas. Lesley will reach out to Joanne and Susan for help.

ii. Annual Appeal - Lesley will put a letter together based on the idea to raise money for a mobile library and will ask Kathy to help with that letter.

iii. Mobile Library - Lesley shared that the idea of a trailer is on hold, the town is concerned with the logistics of using a trailer. Her husband found an orange box truck for sale for \$10,500 which could be a doable fundraising goal especially if there were a couple pledges from the BOT or others to start. She also had the idea to look for a small used school bus. Michael asked if we could find out if the owners of the truck would donate it. Kathy asked what the ongoing investment would be that the library would have to underwrite. Lesley will research and get back to the BOT.

VI. New Business -

a. Vacation Carryover - Lesley shared that some staff have asked about vacation carryover. The town personnel policy says you can carry up to 80 hours of vacation time into the next year. If they have more than 80 hours, they can petition the Select Board to pay out that extra time. Library policy says that anyone can carry over 50% of their total possible accumulation in a year.

This affects Lesley and some part time staff more so than salary staff. Can we do something so people don't lose their earned leave time? For example, approve a one-time carry over for part time staff.

Lesley can send the BOT the details of who this affects and how many hours is in question as we want to avoid the liability of letting people carry over too many hours. Steve asked if we want to pay them instead of letting them carry over extra hours? Lesley said this is an option and she can look at this in conjunction with the merit bonuses discussed above.

VII. Treasurer's Report - Lesley put together and emailed the report to the BOT. Steve shared we are in good shape. Steve moved to accept the donations of \$150 (fundraising). Susan seconded the motion. Via roll call vote, all voted in favor. Michael asked about the \$1610 in operating gifts/grants. The Friends of the Library has made gifts to cover a computer hotspot and a mailing, although the mailing has been put on hold. NH Humanities gave a grant to cover the cost of a program. Steve moved to accept \$1610 (operating gifts/grants), Susan seconded the motion. Via roll call vote, all voted in favor.

VIII. Executive Session - None needed.

IX. Next Meeting - Scheduled for December 14, 2020, 6:30pm

X. Adjournment - Susan moved to adjourn the meeting; Steve seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 8:37pm.