

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, December 7, 2020, 6:30pm
Virtual Meeting Via Zoom**

I. Call to Order - Kate Kim called the meeting to order at 6:42 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 -

III. Old Business -

a. 2020 Year-End Budget/Salary Discussion -

Lesley shared spreadsheets showing the earned vacation balance of all the staff as well as information on hours worked, hours budgeted and pay rate for 2020. According to Dawna Duhamel, the library will have approximately \$14,000 left in the 2020 payroll budget. This money was appropriated by the town to the library so it is up to the BOT to decide whether to use it.

In the past, the library has not had a matrix for merit bonuses because of the way the appraisals work. Lesley is finishing up appraisal meetings this week. This year, appraisals are more narrative looking at what was expected for the position in the beginning of the year and how does the job look now. Lesley is also looking at flexibility, adaptability and customer service.

Lesley shared that earning vacation time is a standard accrual based on the town's standards, for example, someone who has worked between 0-5 years will earn 2 weeks vacation. Full-time salary accrue vacation time based on working 40 hours/week. The policy is that staff can carry over 80 hours of earned vacation time and Lesley can carry over 120 hours. If an employee leaves their job, any extra vacation time is paid out at their current pay rate. The policy does state that if an employee can't take their leave time before the end of the year, they can submit a petition to carry over their extra time (above the 80 hours).

Lesley shared that last time the library did merit bonuses, the amounts ranged from \$100 - \$250 based on responsibilities and workload.

Kathy signed off at 7:30pm.

Kate asked Lesley what she thought were the highest priorities. Lesley's concern lies with the hourly part-time staff and she also feels earned vacation time shouldn't be taken away from people in a year when it was difficult to take vacation.

Steve made a motion to approve up to \$7500 for merit bonuses for the part-time hourly staff, to be distributed at Lesley's discretion. Michael seconded the motion. Via roll call vote, all voted in favor. Lesley is in agreement with this decision, she will use the written appraisals to determine how to distribute.

Lesley will present to all staff the policy on vacation leave with the note that they can petition to extend their vacation leave carryover and that the BOT may make an adjustment before the end of the year.

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

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