

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, January 31, 2022, 6:30pm
Meeting Held @ Wiggin Memorial Library**

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

Attendees In Person - 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 Dree Sherry, Library Alternate Trustee Michele Corti

Attendees Via Zoom - Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Kathy Bower

a. Welcome / Guests - Via Zoom: Tom Jarvela, Connie Gilman

Lesley shared that there is a Public Hearing on tonight's agenda. In general, discussion during meetings takes place between Trustees and Alternates. The Chair will open up the meeting for public comments at the end and open up for comments during the Public Hearing.

II. Review / Adoption of Minutes - Steve made a motion to adopt the December 20, 2021 meeting minutes. Michael H. seconded the motion. All voted in favor.

III. Public Hearing on Acceptance of Funds - Lesley shared that it is state law to hold a public hearing to accept money over \$5000. There are three pools of money to accept.

- \$16,339 IMLS ARPA Grant for a Quality of Place plan using NH Listens and UNH Survey Center.
- \$12,000 SHARP Grant awarded by the NH Humanities for updating AV equipment and investing in remote services (like upgrading Zoom to webinar license).
- \$10,000 anonymous donation to be used in any manner.

Michael H. asked how the money will be tracked. It is tracked through the library's financial system coded for each grant and there are also final grant reports to submit. No other BOT comments and no comments from the public.

Steve moved to accept the \$12,000 SHARP Grant. Michael H. seconded the motion. All voted in favor. Steve moved to accept the \$16,339 IMLS ARPA Grant. Michael H. seconded the motion. All voted in favor. Steve moved to accept the anonymous donation of \$10,000. Michael H. seconded the motion. All voted in favor.

Kate concluded the public hearing.

IV. Director's Report: Lesley distributed via email. Highlights include that the new library hours are working well from a staffing standpoint. They are still getting the word out about the 7pm Monday evening close time and have received great feedback on the 3pm Saturday close time.

Sam has set up the technology for the Zoom capability in the meeting room.

Voter Information Night planning is underway with a plan to take advantage of the new Zoom webinar subscription.

6:55pm - Scott Campbell joined the meeting.

V. Old Business -

a. 2022 Budget Discussion: At the last meeting, the BOT decided on the overall budget numbers to be submitted to the town but still plan to review the payroll line of the budget. Lesley emailed a spreadsheet with her recommendations and with area comp information. The discussion is tabled until the end of the meeting.

b. Policy Review Status:

i. Personnel: Michael H. emailed a draft with suggested revisions. Topics to discuss - definitions of FT/PT/Temporary employees, vacation time, longevity policy, employment-at-will section.

State law says that municipal workers work “at will” but a second state law that says library workers do not.

7:05pm - Ana Makabeli and Christine Caldwell joined as guests on Zoom.

Kate shared that she is not in favor of opening the meeting up to the public on Zoom as it makes it difficult to run the meeting.

Kathy asked if you have to be exempt if you are FT? Currently, that is the way the policy is written. Kathy shared specific criteria for being exempt and being FT isn't the only criteria. She does think we need to have a definition of exempt in the policy. Michael will adjust.

Lesley shared that Christiane McAllister, Town Finance Administrator, offered to come to a meeting or meet with Michael to go over NH Department of Labor information and how it relates to our personnel policy.

7:25pm? - Connie Gilman left the meeting.

Kathy asked about the number of hours worked that is listed under the designation of a Temporary employee. Ask Christiane about how to best sort out the FT/PT/Temporary designations. Kathy offered to sit in on a meeting with Christiane, Lesley and Michael.

Michael added in overtime information in the policy on page 6.

The library has the same vacation time as the town. Accrual is based on hours instead of days and the accrual rate is based on a 2-week pay period not by month. The town policy says you can carry over 80 hours, the library's existing policy says 160. Michael suggests dropping back to 80 with no more than 50% to carry over. The policy says “no more than 50% of possible vacation hours earned” so it adjusts based on each staff's time worked.

Sick Leave is calculated the same way as vacation but earned at a different rate. Michael suggests adding in that no payment or compensation will be made for unused sick leave if an employee leaves or retires from the library.

Under “areas not covered”, the suggestion is to add in a paragraph that, if necessary, the BOT can reference the town policy and the BOT can change the library policy any time they want. Kathy suggested adding in that the BOT is not required to follow the town policy to clarify the separation between the library and the town.

Lesley gave a draft to Christiane to review and received her notes. Lesley isn't sure if Primex would review the policy.

Discussion of amending the longevity chart in the policy. Further discussion tabled.

In the last pages of the policy draft, Michael included examples of how other libraries have dealt with discrepancy of the employment-at-will laws. He also included a copy of the law that references this (202 A:17). We need legal review of this.

Michael will update the policy with changes discussed tonight then Lesley can send to Carol at Primex to see if she would review and we can discuss at our next meeting.

ii. Health Emergency: Lesley distributed a draft that Kathy adjusted. Kathy shared that the library is set for short term closures but doesn't have a process for long term closures (i.e. pandemic). Kathy asks the BOT to review and send her any comments. Kathy and Lesley met with a local US Dept. of Labor representative and learned that a salaried employee gets paid if they work at least one hour/week under federal law. We need more information from the town and from the NH Dept. of Labor. There are no laws that say we have to pay people when the library is closed long-term so it comes down to what do we want to do as a Board in fairness to the employees, to the budget and to the library.

The designations of FT/PT and salary/non-salaried come into effect when reviewing long term library closures. As an hourly employee, an employer can reduce your hours. Lesley thinks this issue may fall under the Personnel Policy not under the Public Health Crisis Policy. Michael will join Kathy and Lesley in getting answers.

Lesley likes the updates so far to the Public Health Crisis Policy. Further discussion tabled until the next meeting - to revisit after getting more information.

iii. Illness: Lesley shared via email the most recent NH DHHS update to their quarantine and isolation guidance. She has also shared it with all the staff.

c. Communication Skills Training - Lesley shared an update that Amanda Price has been meeting individually with staff. Lesley will meet with her tomorrow to go over the proposal she is bringing to the BOT.

VI. Executive Session (non-public session if necessary) RSA 91-A:3 - Tabled to end of meeting.

VII. New Business -

a. Work Breakdown Structure / Org Chart / Task Group Assignments: Lesley shared a chart that she and Mike D. worked on. This information goes with the organizational chart that the BOT is going to discuss during the February meeting.

8:45pm? - Connie Gilman is back in the meeting. Christine Caldwell left the meeting.

VIII. Treasurer's Report - Lesley distributed the report. Lesley suggested Steve do the treasurer's report for the March meeting. His term is ending this year and he is putting in his request to be an Alternate Trustee.

Lesley recommends we put the Alternate Trustee appointment cycle onto the February meeting agenda.

Kate requested an executive session.

Scott, Ana, Tom, Connie and Kathy left the meeting 8:56pm.

Steve made a motion to go into a nonpublic session based on reasons A and C listed in RSA 91-A:3; Susan seconded the motion. All voted in favor.

Executive session began at 8:57pm.

The public session resumed at 9:48 pm.

Steve moved to seal the minutes of the executive session; Susan seconded the motion. All voted in favor.

IX. Next Meeting -

a. Regular Trustee Meeting: Scheduled for February 21, 2021, 6:30pm

X. Adjournment - Steve made a motion to adjourn the meeting; Susan seconded the motion. All voted in favor. Meeting was adjourned at 9:48 pm.