

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, February 15, 2021, 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 Kathy Bower, Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Beth Rohloff

II. Welcome / Guests -

III. Review / Adoption of Minutes - Steve made a motion to adopt the January 18, 2021 meeting minutes. Michael seconded the motion. Via roll call vote, all voted in favor.

IV. Director's Report - Lesley shared via email. Highlights include the proposal for patrons to return to the building starting March 1 - one household at a time for a 30-minute appointment - offering most of the day to get in as many appointments as possible and eventually adding Saturday appointments. Curbside pickup still will be available. The intention to go slow in reopening the building is to help staff acclimate.

V. Old Business -

a. Budget Status -

i. Select Board's Recommended Budget - Lesley shared that she has received the library's recommended budget from the Select Board. The non salary budget line is as requested. The salary budget line is a 2.5% increase on top of last year's appropriation for a total library budget of \$518,783. (The request was for a 5% increase in the salary line.) No increases will go into effect until after town meeting. The library should anticipate giving money back to the town from the salary line at the end of 2021 due to staffing changes and vacancies.

b. Org Chart Changes / Assistant Director Search - Lesley shared her org chart updates via email. Going forward, she proposes the following 4 senior team positions - Director, Assistant Director, Technology & Education Librarian and Head of Youth Services.

Michael D. suggested keeping the tasks and reporting relationships on separate diagrams and suggested making lists of teams working on tasks.

Kathy asked if this new org chart aligned with the staff's input. Yes, Lesley did feel this new chart addresses the staff's needs and helps to sort out the reporting challenges.

Lesley is ready to go with posting the Assistant Director position and could post by end of week.

Discussion continued around whether the positions of Technology & Education Librarian and Head of Youth Services would have to be posted. Lesley's preference is to fill the positions internally. With internal candidates, Lesley would go through the usual interview process. Lesley will reach out to the HR person at Primex to get some guidance as well as ask for guidance from David Moore. Lesley will get back to the BOT with more information but will go ahead and post the Assistant Director position this week.

c. Priorities & Values Document - Lesley shared via email. The document is updated based on the BOT feedback and is to be used to guide the library for the coming year. Lesley highlighted #6 under Goals as being very important - learning what patrons need now and over the coming year from the library. *"Invest in community/library planning conversations, inquiries and surveys. Learn what has changed, is changing and may change in the lives of our residents and how the library can be a part of their best quality of life."* If the BOT has any other suggestions, let Lesley know. She will be presenting this document to the staff.

d. Trustee Candidates: Susan Wilbur and Dree (Adrienne) Sherry (2 positions available)

VI. New Business -

a. Town Meeting Schedule -

i. Election: Tuesday, March 9, 7am-7pm (*new times*), Municipal Center

ii. Business Session: Saturday, March 27, 9am, EHS

iii. Voter Information Night: Tuesday, March 2, 7pm - potentially a hybrid meeting of in-person and remote.

b. Town Updates: “First Amendment Audits” on Seacoast - Lesley shared the information via email. She doesn't have anything new to report. She has had some conversations with staff. David Moore's message on how to respond to anyone filming is appropriate - the library/town hall are public spaces, the public has a right to film but do not have a right to harass others, stay helpful, calm and professional. In the case of other patrons in the building, as a citizen in a public space, one doesn't have a right to privacy. Privacy and confidentiality are separate. The state law regarding libraries and confidentialities states that any record the library creates is protected as confidential - for example, what books they check out. This does become murky if someone comes in the library and films a patron choosing books - is that violating their confidentiality?

VII. Treasurer's Report - Lesley shared via email. The technology and website budget lines show expenses that occur early in the year. The equipment line shows an expense for replacing a laminator.

Steve moved to accept the fundraising gifts of \$475. Susan seconded the motion. Via roll call vote, all voted in favor.

VIII. Executive Session (Non-public session if necessary) RSA 91-A:3 - None needed.

IX. Next Meeting - Scheduled for March 15, 2021, 6:30pm

* Newly elected members should attend; departing members are encouraged to attend. Election of officers.

X. Adjournment - Steve moved to adjourn the meeting; Michael seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 8:01pm.