

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, March 15, 2021, 6:30pm
Virtual Meeting Via Zoom**

I. Call to Order - Lesley Kimball called the meeting to order at 6:31 pm.

Attendees - Library Director Lesley Kimball, Library Trustee Kate Kim, Library Trustee Michael Hunter, Library Trustee Steve Simons, Library Trustee Susan Wilbur, Library Trustee Dree Sherry, Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Beth Rohloff, Library Alternate Trustee Kathy Bower

II. Welcome / Guests - Lesley welcomed newly elected Library Trustee Dree Sherry.

III. Election of Officers - Lesley asked for nominations. Michael asked for trustees' thoughts on their current officer positions. Steve nominated Kate Kim for Chair, Steve Simons for Treasurer and Susan Wilbur for Secretary. All voted in favor. Lesley turned the meeting over to Kate, as Chair.

IV. Review / Adoption of Minutes - Michael made a motion to adopt the February 15, 2021 meeting minutes. Steve seconded the motion. Via roll call vote, all voted in favor.

Kathy mentioned she is so glad Susan agreed to be Secretary again as the minutes are always excellent. The BOT concurred. Kathy and Lesley suggested Susan put that in the minutes!

V. Director's Report - Lesley shared via email and included a chart of service hours and staffing hours - past, present and future. There continue to be many changes with regards to library hours and coverage needed for curbside and appointments as well as time needed for book boxes and craft take aways. She shared that the staff has a good sense of humor about all the changes.

On March 31, the library will change to a walk-in model with an occupancy of 6 people (adults and children) at a time, in addition to staff. They can still accommodate if someone wants to make an appointment to come in alone. Lesley is still working out how to coordinate the 6 people in and out of the building. Perhaps a pass system at the door? Beth asked for more details. The library will ask people to keep visits to 30 minutes or less, on the honor system. Based on the experience of the 30 minute appointments, Lesley feels this will be enough time for everyone. Most of the furniture has been removed. Patrons will have to make an appointment to use the computer.

Lesley is looking into upgrading some computer equipment as well as purchasing a tent that could be outside all summer to use for programming. Kathy suggested those for fundraising ideas. Lesley will look at some costs. Beth suggested sooner rather than later in case it is hard to find a tent to purchase.

a. Recent Town Updates (Town Meeting Business Session: Saturday, March 27, 9am, EHS)

Lesley reported to the Select Board last Monday which went well. They spoke a bit on the reorganization of library staff with the new Technology Librarian position. Joe Lovejoy wondered if the higher digital circulation numbers is a trend that will continue post-COVID. As the library discusses space usage, including asking for CIP money for a space study, that is something to consider. Lesley thinks it will be interesting to see how it plays out and feels that new ways of measuring numbers for circulation and attendance (qualitative data, not just quantitative) will be necessary.

Beth asked if the library is still quarantining materials. Lesley said yes, they are for 3 days, more for peace of mind rather than because of any specific scientific data.

VI. Old Business -

a. Assistant Director Search - Lesley has received 6 applications so far. The position is posted "open until filled". She will be contacting some of those people later this week for first interviews virtually or by phone. She has also been contacted by a couple of people who are going to send in applications but she has not received them yet.

Michael asked about the rollover of vacation time with staff. Lesley said it's going well and moving forward with no concerns.

VII. New Business -

a. Policy Review Timeline Updated -

i. Credit Card Policy - Lesley shared an updated version via email. The policy was originally created in 2017. Kathy suggested one small change to Policy B - "Each library credit card MAY only be used" instead of "should only be used". Susan asked how many library credit cards there are - five, one for each of the full-time positions. Steve moved to approve the Credit Card Policy with Lesley's changes and Kathy's change. Susan seconded. Via roll call vote, all voted in favor. Lesley will let us know where she will leave the policy for the BOT to come by and sign.

b. Update Work Calendar - Lesley wanted to share that the BOT does still have a work calendar that was created pre-COVID but it continues to be in flux. It includes the policy review timeline, the book sales (on hold), Sweet Grass fundraiser (in October), Director Appraisal (as scheduled). If anyone has suggestions on how best to use the work calendar, let Lesley know. We can also play it by ear. Lesley also shared a sample BOT work calendar from another library. Kathy asked about a drop dead date for deciding about a book sale. Lesley thought we could make a decision in August for an October book sale. Kate shared that once we get to a place where we can meet in person, we can use the work calendar more and look into other aspects of our work that we did pre-COVID.

VIII. Treasurer's Report - Lesley shared via email. Steve shared we are in good shape. The library has spent 22% of its non-salary budget and 19.5% of the year has been completed.

Steve moved to accept the annual appeal donation of \$50. Michael seconded the motion. Via roll call vote, all voted in favor.

Lesley shared the Town Application for Appointment Form via email. For Alternate Trustee appointments, Beth, Michael D. and Kathy need to fill out the form and submit to Lesley to submit to the Select Board.

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

X. Next Meeting - Scheduled for April 19, 2021, 6:30pm

* Remote / in-person TBD based on extensions of crisis allowance. We can also do a hybrid version, making sure that the public has access to the meeting.

XI. Adjournment - Steve moved to adjourn the meeting; Susan seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:53pm.