

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Monday, March 16, 2020

Via Skype: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Secretary Susan Wilbur, Library Trustee Michael Hunter, Library Alternate Trustee Beth Rohloff, Library Alternate Trustee Kathy Bower

I. Call to Order / II. Welcome - Kate called the meeting to order at 6:53pm. Kate appointed Kathy and Beth as voting members of the BOT.

III. Review / Adoption of Minutes - TABLED

IV. Old Business -

A. Bed Bug Policy - TABLED

Library Trustee and Treasurer Steve Simons joined the call at 7:00pm.

B. Pandemic Response / Public Health Crisis Policy -

Suggestions from Steve - make sure there are consistent references to library director and designee / under Public Health Mandate, add "federal" to "local, county or state level" / use inclusive language throughout the document.

Steve asked about staff using gloves at the library. Kate shared that she spoke to Lesley and staff were/are wearing gloves. Lesley said those details fall under Procedures, not Policy.

Lesley will go through the Policy for inconsistencies and add "federal" and inclusive language.

Michael moved to accept the Public Health Crisis Policy and Kathy seconded the motion. Roll call vote - Yes: Susan, Michael, Kathy, Beth, Kate, Steve (yes with the above amendments)

Lesley asked to discuss logistics like how long the library should close. Can the library offer services vs closing completely? What should those services be?

Discussion... town offices open to staff only, patrons should not be in the library. There are many unknowns about the virus so it would be hard to safely circulate books. Lesley suggested the focus be online resources and to revisit circulating print materials as more information becomes known.

Today, Lesley put into place a communications strategy with senior staff for the library newsletter and social media. She will be meeting town administration (COVID-19 coordination team) and town department heads tomorrow to discuss further. If the BOT is ok with her making calls on this, she'll plan to do that. She will send an email to the BOT with what comes out of the meetings. The BOT is in agreement with this course of action.

Lesley shared that almost 350 people came in during the 4.5 hours the library was open today.

Kathy asked if the library has conference call abilities so we could avoid the technical difficulties of Skype. Lesley said it does and she can set it up and practice ahead of time.

In summary, the library will close indefinitely and (keeping an eye on what other libraries are doing) review every week with a plan to reopen ASAP.

Lesley is offering support over phone/email for those who need help with the library's online services.

Beth asked about budget increases for online resources. Lesley has the authority to reallocate the library budget and she has increased the Hoopla budget and is planning to purchase more Stratham only Overdrive books.

Kathy suggested that the BOT be available to Lesley whenever she needs us. The BOT is in agreement. Lesley asked for everyone's cell phone numbers.

C. Town Meeting (Budget, CIP), 3/13/20 - TABLED

V. New Business - TABLED

- A. Book Sale Sign Up**
- B. Executive Coach Request**
- C. Appointment of Alternates**

VI. Reports - TABLED

- A. Treasurer's Report**
- B. Director's Report** - Lesley distributed her report via email to the BOT on 3/13/20.

VII. No Executive Session needed.

VIII. Next Meeting - The next meeting is scheduled for Monday, April 20, at 6:30pm.

IX. Adjournment - Kathy moved to adjourn and Susan seconded. Roll call vote - Yes: Beth, Susan, Michael, Steve, Kate, Kathy. Motion approved unanimously and meeting was adjourned at 7:36 pm.