

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, April 19, 2021, 6:30pm
Virtual Meeting Via Zoom**

I. Call to Order - Kate Kim called the meeting to order at 6:32 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 Dree Sherry, Library Alternate Trustee Kathy Bower, Library Alternate Trustee Mike Deutsch

II. Welcome / Guests -

III. Election of Officers - None needed

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

V. Director's Report - Lesley shared via email. Lesley is pleased with how the walk-in visits are going. She is working with one person who requests to come into the library with a party of 7. A few visitors have stayed longer than 30 minutes but usually because they are being helped. The average visit length is 14 minutes. There has only been one time where people have waited to get into the library because the maximum of 6 patrons had been reached. Lesley does think the library could safely go to 10 people but there isn't pressure to make that change right now as normally patrons aren't waiting. The library is open for a total of 23 hours in a week, a considerable amount of access compared to last year. She does want to get Saturday hours on the schedule and May 15 is the tentative date for that to begin.

Steve offered to sit at the welcome desk on a Saturday. Lesley thought that was a good idea - organize a group of volunteers for the welcome desk - the Friends of the Library might also be interested in helping out. Mike D. also volunteered.

Based on the current science, the library is not quarantining materials any more. This change has really helped with the workload to process the incoming books. Also, holds are able to get through the system more quickly.

Lesley also shared that she just found out today that there was a roof leak in the Teen Room on Friday. It has been tentatively patched. The roof on the municipal center is very old and has been patched many times. Lucia has saved the ruined books. At some point, Lesley will go to Select Board to show them the damage and discuss the potential for roof repair. The library does have tarps and buckets if leaks occur again.

Steve asked about alternate trustee appointments - Lesley still needs the form from Mike and Beth to give to the Select Board for the official appointments.

Dree and Susan need to go get sworn in at the Town Clerk's Office.

VI. Old Business -

a. Update Assistant Director Search - Lesley shared that the search is going well. Four candidates have been interviewed via zoom and 3 candidates are sending along a couple assignments that Lesley and the interview panel will look at on Wednesday. They will decide on 2 final candidates then ask them to come to the library to observe and talk to other staff. They will try to get them to the library before the end of the week or early next week. Lesley hopes to make an offer by the end of next week.

VII. New Business -

a. InterLibrary Cooperation Policy Distribution (for discussion/adoption in May) - Lesley shared via email. She cut the policy down to 5 points. Before COVID, the library was considered a "net lender" meaning it loaned more than borrowed. Lesley noted, historically, loans were approximately 1500/year and patrons borrowed 1300/year. The interlibrary loaning system is operational again after

COVID, but they require all items to be quarantined (on Karen's desk) for 3 days before being shipped. So, even though the van comes on Tuesday and Thursday of each week, it may take a week for an item to shipped.

Susan left the meeting at 7:00 pm. Michael Hunter took over the minutes.

After discussion, Steve moved to accept the policy; Michael seconded the motion. Via roll call vote, all voted in favor.

VIII. Treasurer's Report - Payroll has spent 19.39%, in line with expectations. Steve and Lesley will meet this week to finalize the Treasurer's report, and then have it accepted next month.

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

X. Next Meeting - Scheduled for May 17, 2021, 6:30pm

* Remote / in-person TBD based on extensions of crisis allowance.

The Governor has extended the state of emergency for at least 30 days, so boards can still meet via zoom. Although all of our BOT members will be fully vaccinated by the next meeting time, and the library has the capacity to hold the meeting in person, we must also consider the space needed for guests. The BOT will consider in-person meeting next month, but for now it remains - TBD.

XI. Adjournment - Steve moved to adjourn the meeting; Michael seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:12 pm.