

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, June 15, 2020, 6:30pm
Virtual Meeting Via Zoom**

I. Call to Order - Kate called the meeting to order at 6:31 pm. Roll call attendance - Library Director Lesley Kimball, Library Trustee Michael Hunter, Library Trustee and Chair Kate Kim, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur.

II. Welcome / Guests - No response yet from Select Board on Alternate Trustee appointments. Welcome to Beth Rohloff and Mike Duetsch.

III. Review / Adoption of Minutes - Steve moved to adopt the May 18 and May 20, 2020 meeting minutes; Michael seconded the motion. Via roll call vote, all voted in favor.

IV. COVID-19: Old and New Business

a. Review Director's Report

b. Town and Library "Operations Plan"

Lesley's shared a motto she heard that she thought was appropriate in these times. "We are building the ship as we are sailing it." Library staff is working on curbside lending. Steve asked if they needed help. Steve and Kate will help out tomorrow at 10am with packaging. Circulation desk plexiglass is up. Kathy Bower joined the meeting at 6:45.

Next week all library staff are scheduled for about 10 hours in the building with their remaining hours at home. Lesley is working towards all regular time in the building.

Lesley distributed the Town and Library Operations Plan last week to the BOT. Highlights include - the public can now come into the town clerk's office. Town meeting is still on for July 11.

Lesley thought of developing a library operations plan similar to the town's. But decided that wasn't a good use of her time. The library's pandemic policy covers library operations plus operations continue to change quickly. Lesley is also in constant contact with library staff and can update them in person.

c. Proposed Policy Edits

i. Employee Illness/Health Policy

Lesley distributed this policy proposing edits to make it stronger. One edit is to be more specific about the process if an employee gets sick during the day. Another edit is a clarification to not come in if you aren't feeling well. Also she added a paragraph regarding employees that have traveled out of state. She also took out the requirement for a doctor's note to come back to work.

Lesley questioned whether an employee who has to have a 14 day quarantine at home would get paid during that time? She thinks the town's policy is that one can work from home or can use leave time. Library can have a different policy from the town. The best option is to have people work from home. Questions remain for what happens if a large group of employees have to be quarantined? Is this an HR/legal question? If employees took the risk and came into work and they end up in quarantine, how can you not pay them?

Lesley can confirm the town's policy in this situation. A decision does not need to be made now. She can also get the labor law perspective based on legal advice the town has received. She will send out followup info to the BOT.

Beth asked about requiring masks in the library and how will Lesley enforce that. Although the state doesn't require them, municipalities can make that individual decision and Stratham has. The plan is to get the message out ahead of time and hope that people will be respectful.

Steve mentioned adding dashes between COVID and 19 throughout the policy.

ii. Personnel Policy/Employee Leave

Lesley distributed this policy with proposed edits regarding earning leave time. Right now, the policy says that if you work an average of 20 hours/week, then you earn leave time (vacation, sick and personal time). If you work fewer than 20 hours, you don't earn leave time. The town's policy only excludes temporary and on-call employees from earning leave time. Do we want to change the policy to bring us in line with the town? Another proposed edit is the addition of Columbus Day as a holiday.

What are leave accruals based on now during the 50% reduction due to COVID? Staff at 50% are accruing leave time based on their normal hours.

What is the budget impact of adding Columbus Day as a holiday? If the library is closed, a sub doesn't need to be hired to work for staff who are off - a minimal budget impact. Most other libraries close that day. Most also close for Thanksgiving weekend but Lesley does not know if other libraries consider the Friday after Thanksgiving leave time or a holiday.

Is there value in offering library services to the public on Columbus Day? Yes, so the decision is not to add it in as a holiday. Lesley retracted that edit.

After the discussion, Lesley suggested that because we are in a budget limbo, perhaps it makes more sense to hold off on any changes to leave time policy until we know where the budget stands. The BOT is in agreement.

V. Old Business

Lesley shared that some people don't understand why the library can't open and are nicely asking why they can't wear masks and come in. She doesn't have a date yet on reopening. There are things to put in place for safety - like the plexiglass at the desk. Now the focus is on getting the staff more comfortable in the building. Some Seacoast libraries are starting to let people in - she sees movement in that direction sooner rather than later. Lesley will be meeting w/Rob Adams (risk and safety consultant) regarding social distancing in the building. She will also get code numbers from Shanti Wolph, Building Inspector, to help determine library's opening plan.

VI. New Business - None

VII. Executive Session - None

VIII. Treasurer Report

Lesley distributed and Kate screen shared the report. New edition to the report is the COVID-19 expenses line. This amount will be turned into the town for reimbursement under CARES act.

a. Budget Update

Lesley shared Budget Original and Reboot spreadsheet. Select Board is wanting to know what the library can come in with for a lower salary number. Lesley ran 3 scenarios - each one with a slightly larger decrease. She will present the first scenario to Select Board tonight.

IX. Next Meeting - Scheduled for Monday, July 20, 2020. 6:30pm. All public boards are recommended to meet virtually until further notice according to the Town's Operations Plan.

X. Adjournment - Steve moved to adjourn the meeting; Susan seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:59 pm.