

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, August 16, 2021, 6:30pm
Meeting Held @ Wiggin Memorial Library**

I. Call to Order - Kate Kim called the meeting to order at 6:36 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 Mike Deutsch

II. Welcome / Guests - Judy Fingerlow, Mary-Ellen McLaughlin, Karen Ryan

III. Review / Adoption of Minutes - Mary-Ellen questioned the part of the July 19 minutes that mentioned the library almost always underspends the salary line of the budget. She has also had a conversation with Lesley about the hiring of a summer temp employee at \$15/hour. Her concern was that some library staff would be making less than the temp employee. If the temp employee needs to be hired at a competitive salary, why aren't all staff making competitive salary? Why does the library have excess in the salary budget line and could that excess be used to increase salaries or offer employee bonuses?

Kate explained that the metrics the library has to use are imperfect and it's a challenge each year to correlate what we spend in salaries January-December to how the town budget is set up March-March. If the library doesn't spend what is allocated to it, the money stays with the town. Lesley and the BOT always try to be thoughtful about how to use the money that shows up as "leftover" in the salary budget line which resulted in bonuses last year. There has also been a push over the past few years to get all library staff up to competitive pay rates.

Lesley agreed there is a challenge with the way the town calculates salaries. The library does not get disbursed the salary money because the town does the payroll. The BOT can submit to the town any increases we want to make using that "extra" money. This year, Lesley and the BOT are working to calculate what we need for the salary budget based on weighted averages to try to connect better to the town budget timeline. The spreadsheets that Mike D. has worked on were referenced. (See Old Business below.)

Lesley explained further that the library did hire a summer temp at \$15/hour. This person worked 20 hours/week for about 7-8 weeks to help out the children/teen department since one employee in that department is currently part-time and summer is a busy season. \$15/hour is the market rate for a temp with no benefits. Lesley does think the current positions making less than \$15/hour should be paid more. And if the library isn't going to fully expend it's salary appropriation for this year, she likes the option of bonuses again. Lesley and the BOT are discussing these changes as part of the 2022 budget planning.

After looking at the spreadsheet with the staff pay rates, Judy did think she and Patti should go up to \$13.30/hour based on their work this past year during COVID.

Mary-Ellen commented that it is a smaller library, the part-time staff are friends (like family) and they do what needs to be done for the library. They have taken on different roles but their compensation hasn't changed. She questioned if Judy or Patti left, what would be the salary of their advertised positions?

Lesley reiterated that on the agenda for discussion tonight is the draft salary request for 2022 and it does reflect salary increases. The BOT needs to finalize what will be presented to the Select Board for approval and bonuses for this year are likely possible.

Judy asked if last year's decision for bonuses had to go through the BAC? No. Lesley said that changing at a wage level is different than bonuses as far as the BAC is concerned. Judy also shared that staff job descriptions have changed over past year and she thinks the staff is doing a good job. She is appreciative of what the BOT has done so far and understands it's difficult and challenging.

Kate reiterated that the BOT needs to come up with a thoughtful plan for the budget thinking about what makes sense as a big picture for all staff. Then get all the information ready to present to the BAC. It is an ongoing process until the budget deadline.

Steve moved to adopt the July 19, 2021 meeting minutes. Michael seconded the motion. All voted in favor.

IV. Director's Report - Lesley shared via email and in person.

a. News from Assistant Director - Seth Hickey reached out to Scott to share what events Parks & Recreation are working on for adults. Lesley shared what Scott had put together as a response for Seth. Vero, Judy, and Scott worked on a display for the 9/11 anniversary and book club event to be held at 110 Grill on 9/15.

Regarding the Square fees, Lesley talked to the NH Municipal Association, and it is the library's choice whether to absorb those fees or pass them onto the patrons.

Michael H. is continuing to work on creating statistical reports for the library to use.

V. Town Updates -

a. Roof - Lesley heard from David Moore that the roof work is happening in the coming days and weeks. Nate Mears is going to let Lesley know when specifically they will be doing the library section and any impact on library activities.

b. COVID Building Policies - No change to the overall policy. Masks are required for the Sexual Harassment Training happening this week.

VI. Old Business -

a. 2022 Budget - Mike D. created a better spreadsheet to "play" with the library salary and budget proposals. This can be used to produce information for the BAC and Select Board. One side of the spreadsheet handout shows the internal data - the salary request database. The other side shows the presentation view that can be used with the BAC and Select Board. Both sides can be changed independently. Lesley asked the BOT to consider if the presentation view looks complete or does it need more information for the Select Board?

Lesley shared there is one defibrillator in the town hall. At the time it was installed, there was discussion about whether to put one in the library. When doors have been closed between the town hall and library, staff have brought up the fact that if they went to get it, they would be locked out of the library at those doors. Lesley is going to look into cost to get another one and see if it should be part of the library budget or part of town budget. There also might be grants available for this type of equipment.

b. Policy Review: Circulation Policy - Michael H. looked up RSA 202 D:11 and it doesn't exist. Judy pointed out that A.3 should say taxpayer/resident like in A.6. The correct RSA is 201 D:11. Lesley will make those changes, review once more and bring it back to the next BOT meeting.

c. Staff Appreciation - Lesley suggested closing the library for a catered lunch (notifying the public in advance) and giving out the longevity pins at that time. She suggested Wednesday, 9/22, as most staff are working that day. Staff schedules could be adjusted, if necessary, so they paid to be in the library at that time. Of the BOT, Kate and Susan would not be able to attend that day. Kate said her goal is to do what staff would appreciate most while working within the budget for staff appreciation. Gift cards are another option if a lunch doesn't make sense. Lesley will talk to staff and get back to us.

d. Sweet Grass Fundraising - Lesley will reach out to get more information.

VII. New Business -

a. Alternate Trustee - Beth Rohloff has stepped down. Kate asked about Kathy Bower's availability and participation. Lesley will check in with Kathy. Lesley will reach out to Beth to see if she knows anybody who might be interested in becoming an Alternate Trustee. If we know anyone, send suggestion to Lesley.

VIII. Treasurer's Report - Lesley shared via email and in person.

a. Monthly Report - Steve shared that 61% of year has gone by and overall, we are in good shape. The program line is over but it most likely is money attributed to the wrong line of the budget.

Steve made a motion to accept \$100 in Annual Appeal gifts and \$426 in Operating Gifts. Michael seconded the motion. All voted in favor.

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

X. Next Meeting - Scheduled for September 20, 2021, 6:30pm - Lesley will check with David to see what the budget submission date is going to be to see if the BOT should adjust their meeting date. She is going to the Select Board meeting on 9/7.

XI. Adjournment - Steve moved to adjourn the meeting; Michael seconded the motion. All voted in favor. Meeting was adjourned at 8:13 pm.