

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, November 15, 2021, 6:30pm
Meeting Held @ Wiggin Memorial Library**

I. Call to Order - Kate Kim called the meeting to order at 6:34 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, Library Alternate Trustee Kathy Bower

II. Welcome / Guests - Amanda Price (Catalyst Thread), Courtney Wason, Sam Lucius

III. Review / Adoption of Minutes - Steve made a motion to adopt the October 18, 2021 meeting minutes. Michael H. seconded the motion. All voted in favor.

IV. Old Business -

a. 2022 Budget - Discussions of individual personnel will take place in nonpublic session in accordance with RSA 91-A:3.

Lesley shared the information she emailed the BOT about town salary increases for 2022. She also shared salary comps and feedback from the staff about their salaries.

Michael H. pointed out that the spreadsheet hourly rates are based on 80 hours/pay period and for the staff that work less than 80 hours/pay period, the hourly rate on the spreadsheet isn't accurate. Lesley said when you factor in Saturday hours, it does come to 80 hours/period - 2080 hours for the year.

Discussion about rolling over vacation and sick time and what happens when you leave your job and how that affects the budget's liability. Discussion about how vacation and sick time are earned.

The Select Board would like the proposed budget before the end of month. They suggest a 3-3.5% increase for the salary budget line.

Discussion of why the BOT would need an executive session - if the BOT discusses the why's of salary for each person, then an executive session is needed. If the discussion is just around the salary rates for a particular position, no executive session is needed.

Lesley distributed a "Budget Proposal for 2022" spreadsheet.

Susan made a motion to accept the proposal for 2022 at an overall 4.1% increase from last year. Steve seconded the motion. Dree, Steve and Susan voted in favor. Michael H. voted against. Kate abstained.

b. Policy Review - Tabled to 12/20 meeting (Personnel, Health Emergency and Illness Policies)

c. Fundraising - The Sweet Grass Farm fundraiser brought in approximately \$443 (higher than last year). Susan will email Steve and Lesley tomorrow to get a check issued and will deliver the order form and payment to Sweet Grass.

V. Executive Session (non-public session if necessary) RSA 91-A.3 - Tabled to end of meeting.

VI. New Business -

a. Vacation Leave Time Carry-Over Policy - The library's policy and the town policy are different in regards to carry-over time. As the personnel policy is currently under review, Lesley's is looking for confirmation that for this year, the library should follow our policy as it is written? That is her preference.

The BOT is in consensus that yes, Lesley is to follow the policy as written.

VII. Director's Report - Susan asked about the upcoming change in library open hours - could it be more consistent? After discussion, Lesley will look at Monday night until 7 (for a late night that matches the town hall's

hours), Tuesday - Friday until 6 and Saturdays until 3. There is a staff meeting this week so Lesley will discuss with staff.

Steve volunteered to be member of the steering committee.

VIII. Treasurer's Report -

a. Monthly Report - Lesley distributed the Treasurer's Report. 85% of year is complete, 15% left to spend so the library budget is on target.

ARPA stands for American Rescue Plan Act.

Steve made a motion to accept \$110 in Operating Gifts and \$300 in Fundraising Gifts. Michael H. seconded the motion. All voted in favor.

Lesley passed around the Circulation Policy that was approved last month for signature.

Kate opened the floor for comments from the guests - no comments.

Lesley asked the BOT to check out the bulletin board in the children's room to see photos of the pizza costumes worn by the staff for Halloween.

V. Executive Session (non-public session if necessary) RSA 91-A.3 -

Kate requested an executive session. Kate made a motion to go into a nonpublic session based on reasons A and C listed in RSA 91-A:3; Steve seconded the motion. All voted in favor.

Lesley, Courtney and Sam left the meeting at 7:56pm.

Executive session began at 7:58pm.

The public session resumed at 9:07pm.

Steve made a motion to seal the minutes of executive session; Susan seconded the motion. All voted in favor.

IX. Next Meeting - Scheduled for December 20, 2021, 6:30pm

X. Adjournment - Steve made a motion to adjourn the meeting; Susan seconded the motion. All voted in favor. Meeting was adjourned at 9:08 pm.