

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

Wednesday, March 25, 2020

Virtual Meeting Via Zoom: Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Trustee Michael Hunter, Library Trustee Joanne Ward, Library Alternate Trustee Beth Rohloff, Library Alternate Trustee Kathy Bower

I. Call to Order / II. Welcome - Kate called the meeting to order at 6:35pm.

Discussion followed regarding whether Kate and Susan are officially trustees for this new term since they have not been sworn in (something that usually happens after town meeting.) They were both elected on town ballot March 13. Does their swearing in from last year cover them until the new swearing in occurs?

Lesley will follow up with Joyce Charbonneau (Town Clerk) to see if there's been any decision made on how to proceed with the swearing in of newly elected town officials. Also there is a question of appointing alternates for the BOT and having them be sworn in. Regardless, Steve, Michael and Joanne are current trustees and they represent the quorum that needs to happen for BOT meetings. Kathy asked to reflect in the minutes that this is a "once in a century" situation and we are using our best judgement in proceeding until normalcy returns.

Michael Hunter agreed to chair the meeting and welcomed guests Mike Deutsch, Karen Ryan and Mary-Ellen McLaughlin.

III. Review / Adoption of Minutes - Steve moved to accept the March 16, 2020 meeting minutes and Joanne seconded. Minutes were accepted unanimously by roll call vote - Steve, Joanne, Michael, Susan and Kate - all voted yes.

IV. Old Business -

If Kate and Susan are not official BOT members yet, then last week's BOT meeting did not have a quorum. Therefore, Steve made a motion to accept the public health policy with amendments discussed and accepted in last week's BOT meeting. Joanne second the motion. The policy was accepted unanimously by roll call vote - Steve, Joanne, Michael, Kate and Susan - all voted yes.

A. Coronavirus COVID-19 Response -

i. Actions and Results to Date -

ii. Review of Current Data, Guidelines, Projections -

Lesley shared that she is doing her best to keep the community up to date with all the communications that have gone out. She has had really nice interactions with patrons through technology, received great feedback on the newsletters. She is starting to compile statistical data on the current use of the library's digital circulation platforms.

Joanne asked about any negative feedback. Lesley shared she had not received any. Five people have asked about the library lending out items, one person did think it would be good for families. Lesley has done some on-the-fly additions to Stratham-only Overdrive to help patrons. She will continue to have the open door policy on social media and with the newsletters for patrons to ask questions.

Lesley is starting on remote plans for staff. She had a staff meeting this week and circulated tasks that need to be done while library is closed. Questions remain of how does the library satisfy payroll requirements from Dept. of Labor? No word yet from that department as to any changes. Lesley is working with Dawna Duhamel, Town Finance Administrator. There are challenges to understand what staff are doing remotely and how that gets recorded. Dawna is also looking at how does the town show tax payers what is happening remotely and that would include the library's actions.

Lesley shared that she will need to request an executive session with the BOT (regarding personnel, compensation and tracking) once she has answers to the question of the re-elected BOT members being sworn in.

Joanne asked whether health benefits for staff have been affected. Lesley answered no, staff are working their normal hours now. Timesheets for 3/9-3/22 were submitted today - first week normal, second week not normal but regular hours were submitted for that week.

Kate brought up the question of is there enough for staff to do to remotely work their normal hours. Lesley is talking to Dawna about this. There are quite a few tasks that need to be done but quantifying how long those tasks will take is challenging. The tasks are being assigned out to staff. The next step is coming up with equivalency of figuring out task lengths. The Select Board did adopt a telework policy today that contains work plans and tracking with weekly reports. Lesley will have to design something that works for library staff, in line with what town is doing. Lesley feels salaried staff have more than enough to fill their 40 hours/week. Using Slack, tracking salaried staff's activity is easier than tracking part-time staff.

The NH State Library created a spreadsheet of what libraries are doing (by voluntary submission). The trend is that most libraries are not lending materials. It is too soon to make any sort of decisions on how to lend materials because there are still many unknowns about how the virus. The town is being conservative with social distancing and not in a hurry to reopen to the public without more data to show that the risk to do that is low. All town departments were coming into the office or taking leave time but after the telework policy put in place today, that may change.

Lesley's remote access still isn't working properly so she is still going into the library sporadically. She is the only staff person doing this. March 16 was the last day of work with patrons so there's hasn't been a full 14-day quarantine. Some people are still returning books so wearing gloves and using Purell, Lesley is stacking those up. There is still some mail coming in too so she is going through that and piling it up. She is also feeding the fish. She is also still attending the town's COVID-19 coordination team meetings. They meet in the town hall large meeting room spread out around the room. Lesley is also tracking her time so the BOT will have that information.

As for the future and when the library could reopen or lend out materials, nobody knows for sure. Schools may be closed through the end of year but Lesley doesn't think we make the same decisions as schools do. We will continue to monitor and change our policies as information comes forward.

Lesley will send out to the BOT the conversation she had with the health officer in town. He also feels cautious about lending out books. Lesley also doesn't think it makes sense to use up sanitizer and wipes on books if health officials need those supplies. How do you avoid multiple patrons coming at same time? How can you be assured you're cleaning the entire book?

Discussion regarding how to handle the onslaught of returned materials once this is all over. Can the library request a staggered return alphabetically based on last name?

iii. Discussion of Plan for 3/26 - 4/3 -

The library will continue to not lend out materials and continue to divert money from print materials into online materials. There used to be a limit of 4 checkouts/month for Hoopla and now that has increased to 10. Lesley will continue to monitor work assignments, tracking for the town, maybe staff training programs. Lesley is pulling any invoices from the mail and watching bill deadlines. She can access the accounting software from home and will work with Steve on how to safely getting two signatures on the checks.

Joanne asked if the town meeting postponement has an impact on library? Yes, with regards to budget but the details are unknown at this time.

V. No Executive Session needed.

VI. Next Meeting - Scheduled for Wednesday, April 1, 2020. 6:30pm.

VIII. Adjournment - Steve moved to adjourn and Joanne seconded. Motion approved unanimously by roll call vote - Michael, Steve, Kate, Joanne and Susan - all voted yes. Meeting was adjourned at 7:42 pm.