

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Wednesday, April 8, 2020  
Virtual Meeting Via Zoom**

**I. Call to Order** - Kate called the meeting to order at 6:30pm. Roll call attendance - Library Trustee and Secretary Susan Wilbur, Library Trustee and Treasurer Steve Simons, Library Trustee and Chair Kate Kim, Library Trustee Michael Hunter, Library Director Lesley Kimball

**II. Status of Elected Trustees** - Kate has been sworn in.

**III. Welcome / Guests** - Welcome to guests Mike Deutsch, Kathy Bower and Beth Rohloff. Lesley will be submitting their appointments for Alternate Trustee to the Select Board when things settle down. The Select Board is focused on revising the town budget.

**IV. Review / Adoption of Minutes** - Steve moved to adopt the April 1, 2020 meeting minutes and Michael seconded. Minutes were adopted unanimously by roll call vote - Susan, Steve, Michael and Kate - all voted yes.

**V. COVID-19**

**A. Review Town Updates** - Lesley shared that, in general, the Select Board is pushing out decisions to close town buildings 2 weeks at a time. They will meet again on 4/13. May 4 is the date everyone is keeping an eye on but whether anything changes on that date remains to be seen. For now, all town buildings are closed. Town staff are all mostly working remotely with a very small crew still working in the Town Office. All department head and COVID-19 Coordination Team meetings are done remotely.

The Select Board, Dawna Duhamel and David Moore's main order of business is to examine budgets and cash flow, looking out to the May 16 town meeting. They are operating under the plan that the meeting will happen that day and are putting together a revised budget (an amendment to Article 9) to present to the town.

In alignment with the town's budget revisions, Lesley feels the library should look to revise it's budget and determine what is in the best interest of the town.

**B. Scenario Planning for Budget -**

Lesley shared a draft budget scenario, including both revised non-salary and salary budget proposals. With regards to the non-salary portion, the original proposed budget was \$103,500. Initial first draft cuts include \$1000 from Programs (programs canceled or rescheduled for spring), \$3000 from Education/ Training (some training has already happened, some will be virtual in the future), \$3000 from Website Development & Hosting (rescheduling developments to next year), \$1000 from Postage (currently not mailing anything and staff have discussed how to mail less going forward) - bringing new proposed non-salary budget to \$96,000. This is a 7.2% drop in budget.

Lesley pointed out that the library's operating budget is lean and a very small part of the town budget. She focused on what cuts could be made while also maintaining direct services (materials and programs) to the public noting that, if necessary, the BOT could use fundraising money to make up any difference.

Kathy shared that she thinks this is very well done and wondered where the library would be most vulnerable if the Select Board looked at the budget. The Media/Collections line is the biggest chunk in the non-salary budget.

Kate felt it was hard to have this part of the budget conversation (non-salary) without having the other part (salary). The salary budget will have to be discussed in a nonpublic session.

Lesley shared that there is the math of how does the library budget fit in with town budget and also the fact that the library is part of the town team - if all departments are cutting their non-salary and salary budgets, the library needs to do the same. Unfortunately there are so many unknowns and we don't know

what goal to shoot for. So the best thing to do is to come up with a serious attempt at trimming the library budget without trimming so much that we hobble the library.

Kathy asked if there are expenses we are avoiding since library is closed? Lesley said yes but she doesn't know how much that accounts for.

Lesley also shared that the town revenue side is the big question and that it is highly likely many towns (maybe Stratham?) will have to take out tax anticipation loans (in anticipation of money coming in from property taxes.)

Mike Deutsch suggested that the library doesn't try to anticipate what will happen but instead come up with a 10% cut (\$10,350) and a 15% cut (\$15,525) that we can plan on presenting if necessary.

Kathy asked what is the next step. Lesley thinks the Select Board will ask all departments for a revised budget but she is unsure of any parameters they will require.

Kate, Kathy and Susan all agreed that Lesley's draft non-salary budget scenario is a good first pass and that we need to wait to see what the Select Board requests.

## **VI. Executive Session**

At 7:30pm, Steve made a motion to go into a nonpublic session based on reasons A and C listed in RSA 91-A:3. Michael seconded the motion. Motion passed unanimously with roll call vote - Susan, Steve, Michael, Kate - all voted yes for the nonpublic session.

Lesley created a Breakout Room in Zoom and invited Kate, Susan, Michael and Steve to join.

At 8:15pm, Beth, Mike and Kathy signed off of the Zoom public meeting.

Steve made a motion to seal the minutes of this nonpublic session and Michael seconded the motion. Motion passed unanimously with roll call vote - Susan, Steve, Michael, Kate - all voted yes.

Steve made a motion to come out of the nonpublic session and Michael seconded the motion. Motion passed unanimously with roll call vote - Susan, Steve, Michael, Kate - all voted yes.

At 8:25pm, the nonpublic session ended and Lesley, Kate, Steve, Susan and Michael rejoined the Zoom public meeting.

At 8:29pm, Kathy rejoined the Zoom public meeting.

Steve asked about the library credit card bill. Lesley hasn't seen it in the mail so she is going to call the credit card company tomorrow to find out the amount due.

**VII. Next Meeting** - Scheduled for Monday, April 20, 2020. 6:30pm.

**VIII. Adjournment** - Steve moved to adjourn and Susan seconded. Motion passed unanimously by roll call vote - Susan, Steve, Michael, Kate - all voted yes. Meeting was adjourned at 8:31 pm.