

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Monday, May 17, 2021, 6:30pm  
Virtual Meeting Via Zoom**

**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 Alternate Trustee Mike Deutsch

**II. Welcome / Guests** -

**III. Review / Adoption of Minutes** - Steve made a motion to adopt the April 19, 2021 meeting minutes. Michael seconded the motion. Via roll call vote, all voted in favor.

**IV. Director's Report** - Lesley shared via email. Top priorities - welcoming the new Assistant Director, Scott Campbell and handling the new mask/vaccine guidelines and their impact on the library rules.

Library Alternate Trustee Kathy Bower joined at 6:41pm.

Lesley's recommendation to the BOT is to not change the rules that are in place at the library since we don't know who is vaccinated plus a large number of the patrons are children.

Discussion followed about opening up the library more - creating hours on Saturday, clearing up confusion on pickup hours vs walk-in hours, creating more daily standard open hours. The BOT is in agreement that the mask requirement for patrons should continue.

Lesley said the library could go to a maximum of 25 patrons and still be safe by social distancing standards. The library is currently at 10 patrons maximum and the staff feels comfortable with that. Only once have patrons had to wait outside. Michael asked if the staff would feel comfortable at 25 patrons. Lesley thought yes, with discussion, and with knowing BOT is in support of this and that this is a reasonable ask. She and the library staff continue to have discussions about how best to handle summer programming and the possibility of outdoor circulation.

Lesley's first priority is to open up Saturdays with the second priority being opening Monday, Tuesday and Wednesday mornings and stretching out Thursday and Friday afternoon hours. Contactless pickup has slowed down so staff don't need as much time on those MTW mornings to manage that.

At the Select Board meeting tonight, they are discussing building access based on the new CDC announcement. What they decide for the building could affect what the library does.

Scott Campbell will be the new Assistant Director with a start date TBD. Lesley said this was the best interview process she's ever been through. He is an extremely strong candidate with valuable skills that can help the library grow and reach different parts of the community.

Steve asked about holding the next BOT meeting outdoors in the library garden area with an option to do a Zoom meeting if raining. Lesley and the BOT are in agreement on that.

**V. Old Business** -

**a. Alternates Kathy Bower and Mike Deutsch** - appointed at the Select Board meeting on 5/10. Both need to be sworn in by Town Clerk.

**b. Inter-Library Cooperation Policy and Credit Card Policy** - have been signed by a quorum and uploaded to the library website.

**c. Trustee Volunteers** - for door greeting at the library. Lesley will send some days/times out via email and if anyone is available, please let her know.

## **VI. New Business -**

### **a. Building Issues -**

**i. Roof leaks** - There have been problems with the roof off and on for years. The last issue was in the Teen Room. Jason Pond has installed a bucket system above the ceiling tiles. It is on the town's discussion list. Lesley wants it on the BOT's radar in case it gets worse.

**ii. Insects** - The Children's Room is a challenging area for bugs. This year, conifer seed bugs are the problem. Lesley has been working with Nate Mears due to the number of bugs found. The Exterminator the town uses has sprayed the building. The town is restricted on pesticide use which is a good thing but it may mean the issue can't be fully treated. Bushes along the building have been trimmed and the dead bugs have been vacuumed up. Jason has added extreme weather stripping on all doors and is replacing or putting in sweeps on all doors and figuring out how to add better weather stripping on the windows. It's an ongoing mitigation.

**b. Recognition of Former Trustee, Joanne Ward** - Lesley shared that we usually do something to thank and recognize former trustees. Lesley will invite Joanne to the next meeting, Kate will get a cake and Susan will get a plant and card.

**c. State Review (SB 95) of extension of Emergency Order #12** - which enables public bodies to continue to meet remotely as they have done during the pandemic. Still in review. Lesley will keep us posted if it gets voted on.

## **VII. Town Updates -**

**a. Municipal Center Community Rooms** - Community Room A (1681 sq. ft.)

**i. Programs** have resumed in Municipal Center Community Rooms. Participants limited to fewer than 25 people, though Bone Builders may be a little larger.

**ii. Public Reservations** - Must be approved by Select Board with occupancy limit of 25 people (exceptions may be made) and masks are still required. (25 person occupancy in 1681 sq. ft. = 67 sq. ft. per person)

**b. Town Offices** - No longer using separate entrance/exit.

**c. Municipal Center (Town)** - continuing to require masks and physical distancing until review at the next Select Board meeting.

**VIII. Treasurer's Report** - Lesley shared via email and screen share. The library still hasn't received COVID reimbursement money. CARES Act reimbursed 25% of what was spent, FEMA reimbursed 75% of what was spent. The town has received CARES Act money and still needs to pass it along to the library. The FEMA money has not come in yet.

Michael asked about the status of CIP money for a space study. The money is there, when the library is ready, Lesley requests it from the Select Board. Lesley wants input from Scott because he has experience/certificate in space design for libraries and hopes to put the space study in motion later this year.

Steve moved to accept \$550 annual appeal donations. Susan seconded the motion. Via roll call vote, all voted in favor.

**a. Bank Signature Card Update** - Lesley will send Dree's phone number to Steve so he can contact her about signing a new card at the bank. Once she signs, the rest of the BOT needs to go to the bank to sign (not Alternates). Steve will let us know when we can do that.

**b. Library Credit Card Accounts** - Steve and Lesley will work on canceling Tricia's card and getting one for Scott.

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

**X. Next Meeting** - Scheduled for June 21, 2021, 6:30pm (Outside at library based on weather.)

**XI. Adjournment** - Steve moved to adjourn the meeting; Susan seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:45 pm.