

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Wednesday, July 20, 2020, 6:30pm
Virtual Meeting Via Zoom**

I. Call to Order - Michael Hunter will be chairing the meeting in place of Kate Kim. He called the meeting to order at 6:32 pm.

Attendees - Library Director Lesley Kimball, Library Trustee Michael Hunter, Library Trustee and Treasurer Steve Simons, Library Trustee and Secretary Susan Wilbur, Library Trustee Joanne Ward, Library Alternate Trustee Kathy Bower, Library Alternate Trustee Mike Deutsch

Michael appointed Kathy as voting member of the BOT in place of Kate Kim.

II. Welcome / Guests - Mike Deutsch has been sworn in as an Alternate. Kathy Bower has been sworn in as an Alternate. Beth Rohloff still needs to be sworn in as an Alternate.

III. Review / Adoption of Minutes - Steve moved to adopt the June 15 and June 24, 2020 meeting minutes; Kathy seconded the motion. Via roll call vote, all voted in favor.

IV. COVID-19: Old and New Business -
a. Review Director's Report -
b. Library Service Levels Progression
c. Other Discussion

Lesley shared that, in general, library operations have not changed since the last meeting. Now it is time to look at the next phase of operations starting with an appointment model. Lesley will get feedback from senior staff and continue a slow ramp up so staff still feel comfortable.

Curbside pickup will continue.

Kathy asked if library would open before the town hall. Lesley said the town clerk is doing appointments and other offices are moving in that direction so that is in line with the library's plan.

Susan asked about when this could begin. Appointments could perhaps start next week. Staff safety behind the circulation desk still needs to be sorted out, once you get more than 2 staff in that area. Public spacing should be easy to sort out.

Mike asked about the maximum number of patrons to be admitted. Lesley is thinking of doing 2 hour blocks of appointments - 6-10 reservations in a 2 hour block - a couple blocks a day plus one block on Saturday. One public computer appointment could also be available during each block.

Children's room appointments would have to work differently - perhaps one family at a time. Lesley will review those options with children's room staff.

Steve suggested a 1 hour window. Lesley thought a 2 hour window would be best to allow the most flexibility for patrons. No chairs or tables will be out so people most likely wouldn't be in the library for the full 2 hours.

Masks would be required. In between blocks of appointments, library will be cleaned. Patrons would be asked not to reshelve items they decide not to check out. Hand sanitizer would be offered at the door. Bathrooms will not be open. Lesley is testing touch-less hand sanitizer to put throughout the stacks for patrons while they are browsing. DVDs will not be browsable because of how they are shelved. Staff can pull specific titles for patrons.

Mike asked what happens if staff test positive. They stop work and the normal channels are taken, referencing the Employee/Illness Health Policy. If member of the public gets infected and the library receives word that they were in the library, the library would close and disinfect. CDC just released new guidelines for isolation at home that can also be referenced.

Curbside prep is labor intensive. Lesley is hoping patron appointments will help balance out the workflow and help it to become more predictable.

Online usage is still high. Lesley doesn't feel like people have abandoned the library. Michael H asked what Niche Academy is. It is ready made video and text tutorials for the library services - for ex., teaching people how to use Libby or Mango. The highest used tutorial was how to use Libby/Overdrive.

Lesley will talk to other senior staff this week and work on finalizing details and timeline for the appointments.

V. 2020 Budget - The library's default budget was approved in the town budget at the town meeting on 7/11/20. Lesley submitted the library's COVID-19 expenses to get reimbursed with the town's COVID expenses. Lesley feels good about the budget and thinks it is definitely workable.

VI. Other New Business - Kathy asked if the town meeting was held and if there was anything in the meeting about the library - yes, over 400 registered voters checked in. Nothing came up about the library.

VII. Executive Session - moved to end of meeting

VIII. Treasurer's Report - Lesley will email the report tomorrow. Steve said all looked to be on track and we are well within the bounds of the budget at this point in the year. Steve is also working on account reconciliation for the 3 accounts and will be finished by tomorrow. Lesley suggested we get our last disbursement from the town no later than November 1.

IX. Next Meeting - Scheduled for August 17, 2020, 6:30pm In person or virtual? To be determined.

Executive Session - Lesley requested an executive session. Steve made a motion to go into a nonpublic session based on reasons A and C listed in RSA 91-A:3; Kathy seconded the motion. Via roll call vote, all voted in favor.

Mike signed off and left the meeting at 7:29 pm. Lesley will look into whether Alternate Trustees can join executive sessions.

Executive session began at 7:29 pm.

Executive session ended at 7:43pm.

Steve moved to seal the minutes determining that failure to do so would render a proposed action ineffective; Kathy seconded the motion. Via roll call vote, all voted in favor.

X. Adjournment - Kathy moved to adjourn the meeting; Steve seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:44 pm.