

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Monday, August 17, 2020, 6:30pm  
Virtual Meeting Via Zoom**

**I. Call to Order** - Kate Kim called the meeting to order at 6:33 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 Joanne Ward, Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Beth Rohloff

**II. Welcome / Guests** - Karen Ryan, Patti Walker, Lucia Von Letkemann, Pam Dziama, Mary-Ellen McLaughlin, Cindi Rivers

**III. Review / Adoption of Minutes** - Joanne moved to adopt the July 20 and August 4, 2020 meeting minutes; Michael H. seconded the motion. Via roll call vote, all voted in favor.

**IV. COVID-19: Old and New Business -  
a. Review Director's Report**

Ahead of the meeting, Lesley shared the data points and guidelines for patron appointments. One additional change since those documents were shared - the recommendation is to now have one family group using the children's room at a time. This will change the questions and scripts for the appointment process. Ongoing tweaks to the script and questions will arise as the process gets underway. Staff did some dry runs today with volunteers from the BOT. The first few patrons will be the guinea pigs.

Michael H. thought it was very well organized and clean. The flow makes sense. Michael D. echoed those same thoughts. He was also impressed with the protocol that items being loaned out are only touched by the patron checking them out.

Joanne asked about sanitizer and temperature taking. Lesley said that the library is not taking the temperature of patrons but asking them to use sanitizer when they come in. There will be a greeter at the door reminding patrons of the new protocols and of the time their appointment ends.

Steve brought up issue of bathrooms - one bathroom for the patrons and one for the staff - and suggested two separate keys. Lesley will double-check that there are two keys.

**b. Library Service Levels Progression: Appointments Status/Update**

Lesley shared that the staff has done a great job of coming up with a list of patrons who expressed an interest in coming in as soon as possible. Staff will start to contact people to see if they want to make an appointment. Lesley would like to start publicizing next week but they do have a long list of people to start inviting. Perhaps another round of invitations would be sent out next week. The plan is to manage the publicity based on how ready the library is and how the invite list goes. Michael H. asked how many patrons on the invite list. Lesley thought 20-30 people.

**c. Other Discussion** - None.

**V. 2020 Budget Update: Staff Hours**

Lesley shared that based on the budget that passed last month and where we are in the year, the library can definitely bring hourly staff back up to their normal pre-COVID schedule. Lesley has spoken to staff and does think the library should move in that direction. She also shared that the Select Board is looking at a full reorganization of their staffing chart. Nothing has been asked of the library but Lesley was informed that the town is doing this. Dawna, David and the Select Board have been talking about the budget process and the timeline so she should know more in early September. As the library moves

forward in service levels, the library will need all hands on deck. So Lesley's goal is to bring the staff back up to all their hours.

**VI. Other New Business - None.**

**VII. Executive Session -**

**a. Personnel update / official leave**

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; Susan seconded the motion. Via roll call vote, all voted in favor.

Executive session began at 7:00 pm.

Steve moved to come out of executive session; Susan seconded the motion. Via roll call vote, all voted in favor.

The public session resumed at 7:41 pm.

Michael H. made a motion to seal the minutes; Steve seconded the motion. Via roll call vote, all voted in favor.

**Comments on New/Old Business**

Mary-Ellen asked why we have to have a public bathroom. Lesley consulted with the NH Municipal Association and the town and said that legally we don't have to have one but NHMA recommends you have one to encourage hand washing and for the public to use.

Lucia asked about the decrease in quarantine time for items to 48-72 hours. Lesley spoke with someone from the REALM (Reopening Archives, Libraries and Museums) project. They are not making recommendations, just releasing the science. While they can find viable viruses on surfaces, it is below the level to be contagious. Other sources Lesley is using say that infections from surfaces are extremely low and no known COVID cases have been transmitted through surfaces.

**VIII. Treasurer's Report -** Lesley distributed before the meeting. Steve shared that the library has 36% of the year left and is in good shape. Special COVID expenses are still expected to be reimbursed at some point.

**IX. Next Meeting -** Scheduled for September 21, 2020, 6:30pm

**a. In-person or virtual?** Via zoom.

**X. Adjournment -** Steve moved to adjourn the meeting; Joanne seconded the motion. Via roll call vote, all voted in favor. Meeting was adjourned at 7:55 pm.