

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Monday, September 20, 2021, 6:30pm  
Meeting Held @ Wiggin Memorial Library**

**I. Call to Order** - Kate Kim called the meeting to order at 6:34 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 Dree Sherry, Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Kathy Bower

**II. Welcome / Guests** -

**III. Review / Adoption of Minutes** - Steve made a motion to adopt the August 16, 2021 meeting minutes. Michael seconded the motion. All voted in favor.

**IV. Executive Session (Non-public session if necessary) RSA 91-A:3** - 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. All voted in favor.

Executive session began at 6:36 pm.

The public session resumed at 7:06 pm.

Steve made a motion to seal the minutes of the Executive Session; Michael seconded the motion. All voted in favor.

**V. Director's Report** - Lesley distributed the report via email and in person.

**a. News from Assistant Director** -

**b. Town Updates** -

Lesley shared that in addition to Lucia von Letkemann giving her 2-week notice on September 10, Veronique Ludington gave her 2-week notice today. Lesley asked if the BOT would like to adopt a policy of doing exit interviews for all exiting staff. The BOT decided to keep the policy to only do an interview if requested. Lesley will continue her policy of always doing one and will work on solidifying her process.

Lesley is looking into potentially hiring an interim temporary person to help out with desk coverage in the Youth Services area and to help out with non-specialized tasks. She is also thinking of a Page position for the future (2022) (10 hours/week) once a new Teen Librarian is hired. Lesley and Scott discussed a timeline of posting the Teen Librarian position after reassessing the department and solidifying a job description - aiming for a posting by 12/1, if not sooner. Lesley will assess the needs internally before posting for a new Customer Service Assistant.

Lesley has submitted a grant (\$3000) to help with civic engagement, building off of the Candidates Night event. \$1800 has been received from the first ARPA (American Rescue Plan Act) grant. The second ARPA grant has to be at least \$10,000. Lesley is considering two potential projects.

Lesley and Scott met with 3 potential firms for library space planning. Their favorite is Place Work in Portsmouth - this firm worked on the Madbury Library and is currently working on the Somersworth Library. Lesley and Scott have spoken to both libraries and have asked for sample plans from each of the 3 firms. Lesley's goal is a phased project - the first phase is one without construction or only minor construction. Additional phases would be more in depth - requiring expansion and at a higher cost. She would like to start with the footprint of the library, look at all the library provides and then look at how best to lay it out.

Lesley has the 3rd meeting with her Executive Coach tomorrow. It is going very well. They are starting with a focused discussion on Lesley's goals for her position. She has at least 3 months with the coach.

Michael H. shared charts created using data from Koha, the software used to track circulation. He wanted to analyze trends in borrowing. The charts show - distinct borrowers, by month / checkouts at Wiggin, Hoopla and

Overdrive, by month / all patrons, new patrons and expiring patrons, by month / new patrons and expiring patrons, by month. The charts shows the impact of COVID and that the library has largely recovered.

## **VI. Old Business -**

**a. 2022 Budget** - Lesley distributed a budget proposal spreadsheet and a proposed salary spreadsheet for 2022. Lesley did increase some lines of the operational budget - media/collections and programming. She is looking into investing in a defibrillator for the library and needs to get a cost for that item. It could go into a one-time project request or could go into the equipment line on the budget. Kathy suggested checking on maintenance/lifespan of the equipment.

Lesley is looking for BOT guidance on how to articulate the structure of the salary line, why it's structured that way and how it's appropriated. She is also looking for BOT direction on what to do with any salary line variances, asking the BOT to come up with a policy to use every year regarding salary line variances.

Lesley has and continues to review pay rates among other libraries, taking into consideration regional location, population size and annual circulation to help determine fair compensation for staff.

To determine projected pay rates for the 2022 budget, Lesley will pull together market comparisons, job descriptions, and COLA information for the BOT to review. Michael D. can come up with weighted averages for the pay rates. The BOT can discuss whether we should use weighted averages in the budget for next year.

Lesley shared with the Select Board that she has seen, simultaneously, a dozen open positions in Seacoast libraries. Some positions have also had their search reopened. So it's important to keep that in mind when setting pay rates for our library staff.

**b. Policy Review: Circulation Policy** - Susan made a motion to accept the Circulation Policy as amended in the discussion during the August 16 meeting, Michael H. seconded the motion. All voted in favor. Lesley will make the changes and bring a signature copy next month.

**c. Staff Appreciation** - Lesley shared that the staff would appreciate some sort of lunch gathering. Lesley will look into Sea Dog in Exeter. The town has held holiday parties there so perhaps that could work for the library.

**d. Alternate Trustee** - Lesley distributed an ongoing list of possible candidates. The list hasn't been updated recently. Please let Lesley know of anyone you think could be added to that list. Kate and Steve's second Trustee terms are both up in March 2022. The bylaws strongly encourage Trustees to not run for more than 2 terms in a row. Steve would like to be an Alternate Trustee next year.

**e. Sweet Grass Farm Fundraising** - Orders will be taken from 10/1 - 10/31. Lesley is planning to offer Square payments as a credit card option.

## **VII. New Business -**

### **a. Policy Review - Public Health Emergency and Illness Policy and Personnel Policy**

Lesley distributed the Public Health Emergency and Illness Policy for review at next month's meeting. She emailed the Personnel Policy to the BOT. Mary-Ellen McLaughlin went through and compared the library's Personnel Policy to the town's Personnel Policy and added some handwritten notes showing the differences. Lesley hasn't reviewed the policy yet. Kathy asked if Scott Campbell also reviews the policies. Lesley will ask him to do so.

## **VIII. Treasurer's Report -**

**a. Monthly Report** - Lesley distributed the Treasurer's Report. The payroll number in red is an estimate.

Steve made a motion to accept \$509 in Annual Appeal gifts and \$75 in Materials donation. Susan seconded the motion. All voted in favor.

**IX. Next Meeting** - Scheduled for October 18, 2021, 6:30pm - Stay tuned for any information regarding budget discussions.

**X. Adjournment** - Susan made a motion to adjourn the meeting; Steve seconded the motion. All voted in favor. Meeting was adjourned at 9:27 pm.