

**Wiggin Memorial Library  
Stratham, NH**

**Board of Trustees Meeting Minutes**

**Monday, April 20, 2020  
Virtual Meeting Via Zoom**

**I. Call to Order** - Kate called the meeting to order at 6:31pm. 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, Library Trustee Joanne Ward

**II. Welcome / Guests** - Welcome to guests Mike Deutsch and Kathy Bower. Lesley will be submitting their appointments as Alternate Trustee to the Select Board.

**III. Review / Adoption of Minutes** - Steve moved to adopt the April 8, 2020 meeting minutes and Michael seconded. Minutes were adopted unanimously by roll call vote - Steve, Michael, Joanne, Susan and Kate - all voted in favor.

**IV. COVID-19**

**A. Review Town Updates & B. Scenario Planning for Budget -**

Lesley shared that the town is waiting on the governor's announcement about the end or continuation of the stay at home order that currently goes through May 4. Emergency operations in the town are continuing as usual. The town is only spending money for essential operations until they know more about what they have to spend. The Select Board is now meeting virtually. The town and the library is in a wait and see situation.

Beth Rohloff joined the meeting at 6:39pm.

If the stay at home order is extended, the library will look at that new date for making decisions regarding the library's operations.

In answer to a question on the COVID-19 Financial Impact Survey from the NH Municipal Association regarding the municipal functions in the town that could be significantly affected by a revenue shortfall, Lesley shared that the town answered library and parks/recreation department. (Lesley will send out that report from David Moore.) The town has also significantly cut the paving budget. The town is also waiting for answers from NH Primex (insurance company) regarding what sort of risk is involved when the town offices begin to reopen and waiting for answers from the town's labor lawyers.

The library staff continues to make calls to patrons and many patrons are asking when and how the library will reopen. The digital services and communications being offered certainly don't replace being able to go to the library.

Library staff have done a good job in reporting their time and tasks with the tools they have considering it is difficult to do. Lesley feels she has a good record of what staff are doing while the library is closed. With regards to the Department of Labor requirements, Dawna Duhamel is comfortable with how the library is reporting their hours.

Steve asked about checks to be signed and any payment due to vendors. Lesley said there are a couple checks that need to be signed in staff room. Steve and Michael will sign them tomorrow morning.

**V. Executive Session** - Lesley requested an executive session.

At 6:53pm, 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. Motion passed unanimously with roll call vote - Steve, Michael, Joanne, Susan, Kate - all voted in favor.

Kathy Bower, Mike Deutsch and Beth Rohloff signed off and left the meeting at 6:54pm.

Executive session began at 6:55pm.

Executive session ended at 7:07pm.

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

Lesley said the library had received no mail since last week. Some invoices are sent electronically. Steve asked her to let him know when any more checks need to be signed.

**VI. Next Meeting** - Scheduled for Monday, May 18, 2020. 6:30pm.

**VII. Adjournment** - Joanne moved to adjourn and Susan seconded. Motion passed unanimously by roll call vote - Steve, Michael, Joanne, Susan, Kate - all voted in favor. Meeting was adjourned at 7:11 pm.