

**James E. Nichols Memorial Library
Board of Trustees Meeting**

-Approved 2/22/21-

February 15, 2021

Minutes

Call to Order: Meeting called to order at 2:33pm via Zoom.us. Present (electronically): Chairperson Annette Nichols, Treasurer Sarah Heath, Bette Miler, Karen Ponton, Shannon Whalen (from 2:34pm on except for brief absence 3:00-3:12pm), A. Xavier (alternate – voting for S. Whalen when absent). Due to the COVID-19 pandemic, Chairperson Nichols declared the meeting to be an emergency and that the meeting would be held electronically.

- I. **Non-public Session:** At 2:33pm, motion by K. Ponton, seconded by B. Miller: To go into a non-public session per RSA 91-A:3, II (a) to discuss a personnel matter. Passed unanimously. Roll Call: S. Heath-yes, B. Miller-yes, A. Nichols-yes, K. Ponton-yes, A. Xavier-yes. At 3:09pm, motion by A. Nichols, seconded by K. Ponton: To end the non-public session. Passed unanimously.

Meeting reconvened by A. Nichols at 3:09pm.

II. **Interim Library Director Position**

Motion by K. Ponton, seconded by B. Miller: To hire Lois H. Brady as Interim Library Director for a term beginning on March 11, 2021 until December 31, 2021 or when the Librarian is hired, whichever occurs sooner, at a wage of \$17.00 per hour, for 24 hours per week, with 24 hours of paid time off to be used by December 31, 2021, and all other conditions as specified in the *Employment Agreement*. Passed unanimously. Motion by B. Miller, seconded by A. Xavier: To authorize Chairperson Annette Nichols to sign the *Employment Agreement* on behalf of the Board of Trustees. Passed unanimously. B. Miller asked it be made known that the Trustees reviewed information provided by the NH State Library concerning 2019 wages for library directors/librarians in the State. Some of the factors the Trustees took into consideration included libraries located in the Lakes Region, the size of the town population, whether the director/librarian held an ALA/MLS degree, and number of years in the position. B. Miller also asked for L. Brady to provide some accounting of how she intends to allocate her time. Discussion about goals and tasks for the Interim Director, plus days and times for the Library to be open (for limited services), postponed to the Board's regular monthly meeting on February 22nd.

Adjournment: Motion by K. Ponton, seconded by B. Miller to adjourn at 3:16pm. Passed unanimously.

Respectfully submitted,
Karen Ponton, Secretary