

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

March 14, 2022

Present - Trustees: Nancy Bell, Sandra Hurd, Deborah Long-Smith, Doug Smith, Linda Wilberton, Alternate Trustees: Diane Bolduc (Webex), Stephen Farley, Candace Thayer (phone); Library Director: Amanda King, Representative to the Board of Selectman: Linda Murray. The meeting was called to order by Linda Wilberton at 3:32 p.m.

Minutes of the February 14 Meeting

A motion was made by Sandy Hurd to accept the minutes of the February 14 meeting as presented. The motion was seconded by Doug Smith. All voted in favor and the motion passed.

Treasurer's Report

Sandy Hurd reported that the Annual Report for the year ending December 31 2021 has been filed with the State Attorney General's office.

Sandy and Steve met with two financial advisors. The second advisor was not qualified to handle requirements of the library as a nonprofit. The first advisor has experience with Nonprofits and is currently working with three New Hampshire Libraries. This company has been in business for thirty years. After the discount given to nonprofits, their annual fee will be 1%. They will meet annually with the Board of Trustees. They will also handle taking the funds that are currently invested with Fidelity and transferring them. They are New Hampshire client based. They are responsive and specialize in NH nonprofits.

Doug Smith made a motion to proceed with a request to hire NH Trust to manage the investment funds of the Wolfeboro Public Library. Seconded by Deborah Long-Smith. All voted in favor and the motion passed.

Librarian's Report

Not available at this time.

Public Input

Rhoni Harding asked if benches or other seating for the elderly or disabled considered as part of the landscape plan. The Board stated that this was being planned for. Other suggestions were for children's puzzles to be included in the Puzzle exchange and to have a table for children to

work on puzzles in the Children's Room. Both suggestions were well received by the board and plans will be put in place for implementation

Old Business:

Consideration of COVID Masking and Library Protocols

After a short discussion it was agreed that the current policy will be left in place for now with masking being highly recommended, but not mandated. Social distancing will still be followed.

Discussion on proposed Meeting Room Policy changes

A discussion concerning the meeting room policy was held. Of particular interest were the capacity of the meeting rooms and the usage limits. A motion was made by Doug Smith to change the meeting room usage to two times per month and to keep the capacity to the numbers which are currently in place. The motion was seconded by Deborah Long-Smith. All voted in favor and the motion passed.

Discussion with Dave Ford about Sprinkler Contract and Generator Project

Dave explained the problems that had arisen at the Library which required repair of the sprinkler system. The system was designed and built by a specialist. An emergency contractor had to be hired to deal with the problems. An Electrical Engineer will be used. Propane will be used to fuel the generator system. It is more efficient and cleaner than alternative. ETI from Meredith will design and install the generator. An asset management plan will be established for the library with the town. Dave will be meeting with Board of Trustees with updates concerning landscaping and building issues.

Library Director Presentation on Staff Re-organization

Amada spoke of the issues created with a recent vacancy and how to fill it. The cataloging is being outsourced to Baker and Taylor which is the major supplier of books to the library. There are more children in the library and children's programming demands are higher. It is Important to reward talented staff. Job descriptions need to be reviewed.

Following questions from the board and suggestions made by Amanda, the following motion was made: Staffing changes will be made as suggested by the Library Director: Promote Library page to Library Clerk for an increase in hourly wage and hours; Increase the circulation assistant hours to 20 hours, and hire a children's library assistant. Funding will come from reorganization of the vacant position, elimination of substitute positions, and reallocation of funds from the Furniture and Fixtures Line Item. This motion was made by Doug Smith, seconded by Sandy Hurd. All voted in favor and the motion passed.

Discussion about changes to Library Winter Hours

It was suggested that a survey be given to patrons to receive their input as to changes that would be beneficial to the hours of operation of the library.

A motion was made by Sandy Hurd to amend the hours effective Memorial Day Weekend to:

Monday thru Friday 9:30 a.m. to 7:00 p.m.
Friday and Saturday 9:30 a.m. to 5:00 p.m.

The motion was seconded by Doug Smith. All voted in favor.

Discussion about changes to Library Trustee Terms in the Town Annual Report.

It was pointed out that one of the Trustee position terms was incorrectly listed for 2020-2021. Instructions on how to correct this for the next annual report was provided.

Discussion regarding Library Sub-Committee appointments

Amanda passed around a sheet for Trustees to select Sub-Committee appointments for members to sign up.

New Business

Sandy Hurd proposed that the Board put together a notebook for new trustees and alternates including information such as member contacts, by-laws, library staff and their positions, etc. In addition, a tour of the library and an introduction to staff would be beneficial. This is suggested in the NHLTA Trustees Manual.

Upcoming Meetings

Library Foundation Meeting – March 15, 2022 at 10:00 a.m.

The next Regular Trustees Meeting will be on Monday, April 11, 2022 at 3:30 p.m.

Book and Author Luncheon – Bald Peak, June 3, 2022 (anticipated)

Motion to Adjourn by Doug Smith at 5:04 p.m. Seconded by Deborah Long-Smith. All voted in favor

Respectfully submitted,
Nancy Bell
Trustee Secretary

Note: Minutes are UNAPPROVED until voted on by the Board of Trustees