

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Beaver Room
Tuesday, March 4, 2025

Present: Sandra Whittier (Chair), Douglas Smith, Linda Wilberton, Sharon Marigliano,
Administrative Assistant: Lori Pankowski and Library Director: Alison Rutley (remote)

The meeting was called to order by Sandra Whittier at 3:05.

Approval of the minutes of January 24, 2023 and October 24, 2024

Alison discussed that she would be reviewing possible changes to some of the policies including Patron Credit and Debit Policy, Library Credit Card Policy, Meeting Room Policy and Record Retention Policy. All other policies discussed and voted on at these two meetings will be brought before the board on Monday, March 10th with an explanation in red of any changes made. Laura Maroon will be posting all the policies on the website. Motion to accept the minutes as written made by Sandra Whittier. Seconded by Sharon Marigliano. All voted in favor.

New Business: Accessibility Policy

Discussion on additions to the policy as follows:

- Paragraph 2 line 7 add 80+ before language and including ASL after materials.
- In paragraph 3 add and public areas after computers in line 4.
- After Scooter in paragraph 4 add the definition electrical wheelchair and add by the patron after #4.
- Rollator should be spelt Rollator then add the definition a walker with wheels, brakes, seat and a basket.
- Add a period at the end of #2. Add by the patron after #3 and reverse numbers 3 + 4.
- Add #5+6 to Rollator procedure from Scooter procedure..
- Add the service dog policy #13 from the Code of Conduct to the bottom.

There was discussion as to the procedure of this policy. It was decided that the procedure will be the information from Use of Scooter and Rollator down.

It was mentioned that Sandra purchased the rollator and was reimbursed from the ALA grant. Both devices will have stickers stated that they were purchased by the ALA grant. A technician will be coming soon to adjust the speed of the scooter. Joyce will be marketing the devices.

Alison mentioned that another shelving unit will be purchased for the large print section financed by the ALA grant and the Wolfeboro Public Library Foundation equally. This will eliminate books on the bottom shelves of the large print section.

Motion to present all the changes to policies other than those mentioned above and addition of Accessibility Policy to the board for approval was made by Sandra Whittier and seconded by Douglas Smith. All voted in favor.

Other New Business

None

Old Business

None

Public Input (Limited to 3 minutes per resident; 15 minutes total)

None

Upcoming meetings/events

Regular Trustees meeting - Monday, March 10, 2024 at 3:30 pm.

Motion was made to adjourn by Douglas Smith and seconded by Linda Wilberton. All voted in favor.

The meeting was adjourned at 4:06.

Respectfully submitted,
Sharon Marigliano
Member Policy and Procedure Committee

Note: Minutes are UNAPPROVED until voted on by the Policy and Procedure Committee.