

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Genealogy Room
August 24, 2023

Present - Trustees: Brodie Deshaies (chair), Doug Smith, Linda Wilberton, Nancy Bell, Alternate Trustees: Sandra Whittier, Library Director: Alison Rutley

The meeting was called to order by Brodie Deshaies at 3:05 PM.

Approval of the Minutes of July 27, 2023

Doug Smith made a motion to accept the Policy & Procedures Meeting minutes of July 27, 2023. Linda Wilberton seconded the motion. All voted in favor.

Public Input (none).

Old Business

Discuss appeal process for meeting room use

Discussion was held regarding the policy for use of library meeting room space appeals. Alison was asked to notify the trustees of any appeals made to the meeting room space policy within 48 hours so that a special meeting could be called if deemed necessary.

Sandy Whittier motioned that the committee recommend that the trustees adopt the Appeals Procedure presented for the Use of Library Meeting Room Space which will be presented on Wolfeboro Public Library Letterhead and with recommended edits as stated above. The motion was seconded by Linda Wilberton. All voted in favor.

Discussion continued with areas on meeting room usage of the library, play groups, special needs and school events.

Overdue Fine Limit Policy

Alison would like to see amendments made to the policy. Discussion was held regarding the present policy and changes that could be made to simplify it. The committee agreed that the fines would be raised to 25 cents per day for the first 30 days, then 50 cents per day up to 60 days. The replacement cost would then be charged. Fine monies received would be applied to the cost of the book if the book was not returned. Fees could be waived at the discretion of the Library Director. This policy would be implemented on January 1, 2024. Alison will develop a policy to present to the committee at our next meeting.

New Business - none

Other New Business

The next meeting will be on Thursday, September 28 at 3:00 p.m.

Upcoming meetings/events

Landscape Committee Meeting – Tuesday, August 29 at 10:00 a.m.

Finance Committee Meeting – Tuesday, September 5 – 10:00 a.m.

Board of Trustees Regular Meeting – Monday, September 11, 2023, at 3:30 p.m.

Policy & Procedures Committee Meeting – Thursday, September 28 at 3:00 p.m.

Human Resources Committee – Monday, October 23 at 2:30 p.m.

Adjourn

Doug Smith made a motion to adjourn. Brodie Deshaies seconded the motion. All voted in favor.

The meeting adjourned at 4:02 PM.

Respectfully submitted,

Nancy Bell

Policy and Procedures Committee Secretary

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