

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Beaver Room
November 7, 2023

Present - Brodie Deshaies (chair), Doug Smith, Linda Wilberton, Sharon Marigliano, Sandra Whittier, Library Director: Alison Rutley

The meeting was called to order by Brodie Deshaies at 1:10 p.m.

Approval of the Minutes of September 28, 2023

Table approval for next meeting. The motion was made by Sandra Whittier. The motion was seconded by Doug Smith. All voted in favor.

Old Business - None

New Business

Code of Conduct

Alison noted that on the activities listed in the Code of Conduct, No. 8 should read "[Smoking or Alcohol](#)".

For No. 6, the Committee reviewed the recommended language provided by Town Counsel: "[Gambling, games of chance, lotteries, raffles, or other means of seeking or obtaining funds in return for the chance to win a prize unless such activity has been specifically approved by the Town's Board of Selectmen and the proceeds of any such activity is intended to benefit the Library.](#)"

The Committee reviewed the language and edited as follows:

["Gambling, games of chance, lotteries, raffles, or other means of seeking or obtaining funds in return for the chance to win a prize unless such activity has been specifically approved by Wolfeboro Board of Library Trustees."](#)

The motion to adopt the proposed language was made by Sandra Whittier. The motion was seconded by Doug Smith. All voted in favor.

This language will be presented to the Board of Trustees for approval at their meeting on Monday, November 13.

Meeting Room Policy

A discussion of the current policy was reviewed. New language was proposed to be inserted at the end of the "Reservation of Meeting Room" section:

["An organization reserving a room for an event with raffles or games of chance are required to submit a written request to the Library Board of Trustees. The written request must be](#)

submitted along with a current certificate of good standing from the New Hampshire Secretary of State's Office. The Board of Trustees will consider this request at their next regularly scheduled meeting."

The motion to adopt the proposed language was made by Brodie Deshaies. The motion was seconded by Doug Smith. All voted in favor.

Solicitation, Distributions and Posting of Materials Policy

A discussion of the current policy was reviewed. Brodie Deshaies recommended not making any changes to the Solicitations, Distributions and Posting of Materials Policy as presented. The motion was seconded by Doug Smith. All voted in favor.

Public Input.

After several attempts to request a citizen not disrupt the Committee meeting, the Committee Chair called the scheduled Public Forum.

Josephine Amatucci presented her information regarding the Wolfeboro 50/50 Raffle. Ms. Amatucci would like the raffle to be held unattended in the library with various groups collecting a percentage of the raffle. After several attempts to review all the information with Ms. Amatucci, she was unable to produce the documentation. She indicated that she will be bringing this information to the next Board of Trustees Meetings on November 13.

The next Policy meeting will be on Thursday, November 30th at 3:00 p.m.

Upcoming meetings/events

Board of Trustees Regular Meeting – Monday, November, 13 at 3:30 p.m.

Human Resources Committee – Monday, November 27, 2023 at 2:30 pm

Policy & Procedures Committee Meeting – Thursday, November 30 at 3:00 p.m.

Adjourn

Brodie Deshaies made a motion to adjourn. Linda Wilberton seconded the motion. All voted in favor.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,
Alison Rutley
Library Director

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