

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Policy and Procedures Committee**  
**Beaver Room**  
**Thursday, October 24, 2024**

Present - Brodie Deshaies (chair), Linda Wilberton, Nancy Bell, Sharon Marigliano, Sandra Whittier, Library Director: Alison Rutley, Assistant Library Director: Joyce Davis, Administrative Assistant: Lori Pankowski

The meeting was called to order by Brodie Deshaies at 3:02 p.m.

**Approval of the Minutes of January 25, 2024**

Correction to the minutes indicated an incorrect date for the meeting which should read January 25

Sharon Marigliano made a motion to accept the Policy & Procedures Meeting minutes of January 25 as corrected. Linda Wilberton seconded the motion. All voted in favor.

**New Business**

**Review of Policy Packet**

**Meeting Room Policy and Rules**

A discussion regarding the meeting room use policy regarding whether all meeting rooms should be open to the public was held. Usage of the library meeting rooms has become very busy. Staff is struggling with the capacity of the rooms.

The committee decided to leave the policy as it is for now. Alison and Joyce will review the meeting room reservation form. Naomi Butterfield, Library Counsel, will be asked for her input of the policy.

**Donation Policy**

A discussion about the type of donations was held concerning the types of donations the policy covers (books, DVDs, CD)s. A decision about the inclusion of memorial donations resulted in Sharon Marigliano making a motion to omit the last paragraph (3) of the policy which states: All other types of donations, such as memorial donations, gifts of objects, art, or monetary gifts are most welcomed and appreciated and will be discussed with the Library Director and/or the Library Board of Trustees. The motion was seconded by Sandy Whittier, and all voted in favor.

Sandy Whittier made a motion that the committee submit the recommended amendment to the Board of Trustees at their next regular board meeting on November 4. The motion was seconded by Sharon Marigliano. All voted in favor.

**Solicitations, Distributions and Posting of Materials Policy**

Aiison will review the policy to see if there is an existing policy and get advice from Counsel (Naomi Butterfield).

**Record Retention Policy**

Policy was reviewed. We would like to make sure that it has been audited correctly. The need to consult with Naomi was agreed to. Few changes were made. It was determined that this is a Draft Policy dated October 24, 2024.

**Other New Business**

Nancy Bell asked about AI policy availability. She agreed to do some basic research online. Alison stated that an AI program is scheduled to be held for library staff. It was suggested that Nancy check with the State Library to see if they have an AI Policy.

**Old Business**

Brodie reminded the committee that the policies addressed during the January meeting still need to be brought forward to the Board of Trustees. This will be done at the next regular meeting of the Board on November 4.

**Other Old Business - none****Public Input (none).****Upcoming meetings/events**

**Regular Trustees Meeting – Monday, November 4, 2024, at 3:30 p.m.**

**Finance Committee Meeting – Tuesday, November 5, 2024, at 3:00 p.m.**

**Human Resources Committee Meeting - November 7, 2024, at 3:00 pm**

**Policy & Procedures Committee Meeting – January 23, 2025, at 3:00 p.m.**

**Adjourn**

Linda Wilberton made a motion to adjourn. Sharon Marigliano seconded the motion. All voted in favor.

The meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Nancy Bell

Policy and Procedures Committee Secretary

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