

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Genealogy Roome
Tuesday, September 16, 2025

Present – Sandra Whittier (chair), Doug Smith, Linda Wilberton, Nancy Bell, Library Director:
Alison Rutley, Assistant Library Director: Joyce Davis

The meeting was called to order by Sandra Whittier at 11:10 a.m.

Approval of the Minutes of May 6, 2025

Linda Wilberton made a motion to accept the Policy & Procedures Committee meeting minutes of May 6, 2025. Sandra Whittier seconded the motion. All voted in favor.

New Business

Exhibit Policy

A discussion on the proposed Exhibit policy was held. Included in the discussion was the decision to consolidate eligibility and exhibit space. Areas for display include a glass display case and any wall space that is outfitted with the hanging art display system. A discussion as to various topics which need to be addressed was suggested by committee members. Alison will make changes suggested to be brought to the Board of Trustees at their next meeting. Linda Wilberton made a motion to accept the Exhibit Policy with the suggested changes. The motion was seconded by Sandy Whittier. All voted in favor. Alison will bring this policy to the Trustees in October for approval.

IT Assistance Policy

The Committee was presented with a review of policies that Joyce Davis had gathered from multiple libraries throughout the state. This information was very interesting, and the committee was appreciative of the work involved in collecting the data. It was decided that a policy should be developed which will offer Tech Help to all registered patrons or residents. The current practice for help is on Tuesday from 10 a.m. to 5 p.m. with one-hour sessions. Appointments are strongly encouraged; drop-ins are accommodated when possible. A handout will be created and web site info supplied.

Policy Compliance discussion – HB 273

This subject refers to a House Bill which is currently being reviewed by Libraries in order to interpret the law for implementation. As there are currently multiple libraries reviewing the legalese of this new law, we have decided to wait for directions from the NH State Library or the NHLA for guidance. This bill deals with handling patron information and responding to inquiries regarding borrowing records of minors by a parent or Legal guardian.

Other New Business

Nancy presented information on Artificial Intelligence discussed at a recent Regional NHLTA meeting in Bristol.

Old Business

A discussion about signs being placed outside to recognize contributions to the front garden and the island was held. We need to establish a policy for public sign usage.

Public Input (none).

Upcoming meetings/events

Regular Board of Trustees Meeting – Monday, October 6, 2025, at 3:30 p.m.

Finance Committee Meeting – Tuesday, October 14 at 1:00 p.m.

Human Resources Committee Meeting – Monday, October 27 – 1:00 pm.

Policy & Procedures Committee Meeting – TBD

Facilities – TBD

Landscaping – TBD

Adjourn

Linda Wilberton made a motion to adjourn. Doug Smith seconded the motion. All voted in favor.

The meeting was adjourned at 11:55 a.m.

Respectfully submitted,

Nancy Bell

Policy and Procedures Committee Secretary

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