

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

July 11, 2022

Present - Trustees: Nancy Bell, Deborah Long-Smith, Doug Smith, Linda Wilberton, Alternate Trustees: Diane Bolduc Stephen Farley, Co-Acting Director: Joyce Davis, Co-Acting Director and Children's Librarian: Jeanne Snowdon, Representative to the Board of Selectman: Linda Murray, Consultant: Cynthia Scott. The meeting was called to order by Linda Wilberton at 3:40 p.m.

It was determined that Stephen Farley would be casting votes for this meeting.

Approval of Minutes

A motion was made by Linda Wilberton to accept the minutes of the June 13 meeting with the correction submitted by Cindy Scott to amend the paragraph concerning Trustee vacancy by omitting the words "to the Selectmen" in the sentence "One of the Alternates has agreed to apply". The motion was seconded by Doug Smith. All voted in favor and the motion passed.

It was determined that there would be a need to enter into NonPublic Session for reasons stated in RSA 91-A-3, II (a) and RSA 91-A-3, II(e).

Treasurer's Report

Cindy Scott presented the Treasurer's report. Cindy presented an explanation to the board of the Assets and Liabilities Report and the Budget vs. Actuals 2022 Budget Report. We are still in the process of completing the transfer process with NH Trust. This should be completed by August. It is important that the funds for public and private monies be in separate accounts. These funds should not be comingled. The checking account will remain at Citizens Bank. The budget looks to be in good shape and the library will be cautious with expenditures.

Librarian's Report

Joyce Davis presented a detailed report of Activities and Statistics for the month. Library Programs include 2nd Tuesday Book Discussion, Mystery Book Group, Tuesdays Tech Help, Bringing Pollinators to Your Garden, Irish Special Interest research, Woodworking Demonstration with John White, Books Discussion at Sugar Hill, Allagash: New England's Wild River (3rd in series) and Preserving Burial Grounds with LRGIG and NHOGA.

Attendance for 10 Adult Programs – 111, attendance for 14 children's programs – 317.

In June the number of library cards issued increased in all categories: new, renewals, student and nonresidents.

Meeting room usage also increased. Ebook and Audiobook downloads was up 14% over May. Materials checkout was up from 3631 in May to 4787 in June.

Summer hours began on June 1. There have been issues with the keys for after hour usage which are being addressed.

Jeanne Snowdon reported that the Summer Reading program has been very successful so far. Over 100 children have registered. They will complete a reading challenge of 10 reading activities and when complete, will return their card for a free book and bookmark. Weekly trivia questions for two age groups are presented for the seven weeks of SRP. Winners will receive ice cream cones from Yum Yum or Bailey's. Bailey's donated gift cards.

The Friends of the Library have made it possible to schedule three different presenter events and to purchase ice cream cones for trivia winners, gift certificates, gift baskets and décor.

The kick off event was a science based story-telling adventure with children helping to complete science demonstrations. It was a big success.

The Goose Chase is the biggest event which draws in families as they solve riddles and go to different areas and events around town. They upload a photo to the app to prove completion of the challenge. There are 26 teams signed up to complete 15 challenges. Teams completing the challenge will be entered in a drawing for one of three gift cards to Wolfeboro eateries.

Also happening are book chats for different age groups, art class, a musical performance in Cate Park by Mr. Aaron, the movie "Finding Nemo" and in August the Squam Lake Science Center will present "Turtles of NH" sponsored by Jutras Fund of NH Charities.

Public Input (None)

Old Business:

Committee Reports - Update

Landscape – An update of the Landscape Committee meeting held on July 7 was presented to the Board. Doug Smith made a motion to accept the proposed contract presented by Horsley Witten for Landscaping Phase I of the project. Stephen Farley seconded the motion. The motion passed with four votes, Deborah-Long Smith abstained.

Recommend an Alternate Trustee to the Board of Selectman to fill the open Trustee seat:

Linda Wilberton made a motion for Stephen Farley to fill the vacant trustee position for the remainder of the term. This request will be presented to the Wolfeboro Board of Selectmen for approval. Doug Smith seconded the motion. All voted in favor.

Appoint new Treasurer:

Linda Wilberton made a motion to appoint Deborah-Long Smith as Treasurer for the Board of Trustees. The motion was seconded by Doug Smith. All voted in favor.

Review Alternate Trustee applications and recommend candidates to Board of Selectmen

There were four candidates for three openings. Diane Bolduc was selected to return as an alternate. Sharon Mariglano and Sandra Whittier were also selected. Their names will be forwarded to the Board of Selectmen for formal approval.

Review and approve generator purchase order

A purchase order for the generator for the library was received from the town. Stephen Farley made a motion to accept the purchase order for the Generator in the amount of \$66,130 rounded. This is an expenditure of monies already voted upon. Doug Smith seconded the motion, and all voted in favor.

Review and approve change to employee policy regarding use of leave for holidays

This change will enable part time employees who presently accrue leave to be able to use their leave for work hours lost due to a holiday closure. This policy will be in step with the policy of the Town of Wolfeboro. The new policy states:

“A part-time employee, who accrues leave, may utilize leave time to make up for the reduction in hours resulting from a holiday closure. If leave time is not taken, any request to work additional hours to make up for the reduction in hours must be pre-approved by the employee’s supervisor. “

Stephen Farley made a motion to accept the change to the leave policy as presented. Linda Wilberton seconded the motion. All voted in favor.

2023 CIP/Budget Discussion

CIP Guidelines from the town should be coming from the town very soon.
Solar panel project is possible for 2025. Other projects must be completed first.

Friends Annual Booksale & Open House - July 23, 2022

Friends of the Library are busy preparing for this event. Linda will arrange for ice cream cups. Nancy will assist in the distribution of the cups.

Other Old Business - none

New Business

Review and Sign Horsley Witten contract

See Landscape above

Other New Business

A previously issued contract with Adobe products and another similar for Form Swift were determined to be unable to be used and the decision was made to cancel the accounts.

Grants & Donations

Wolfeboro Lion's Club	\$100.00
Miscellaneous	\$71.44

Stephen Farley made a motion to accept the donations received. Linda Wilberton seconded. All voted in favor and the motion passed.

Upcoming Meetings

Landscape Committee Meeting – Monday, July 18, 1:30 p.m.
Friends of the Wolfeboro Public Library Open House – July 23, 10:00 a.m. to 3:00 p.m.
Regular Trustees Meeting – Monday, August 8 at 3:30 p.m.

Nonpublic Session

A motion was made to enter nonpublic session at 5:18 p.m. for reasons cited in RSA 91-A:3, II (a) and RSA 91-A-3, II (e)

Public session reconvened at 5:53 p.m.

A motion was made to seal the minutes by Doug Smith, seconded by Deborah Long-Smith. Voted in favor by Linda Wilberton, Doug Smith, Deborah Long-Smith, Stephen Farley, and Nancy Bell.

Linda Wilberton made a motion to adjourn the meeting at 5:55 p.m. The motion was seconded by Doug Smith. All voted in favor and the motion passed.

Respectfully submitted,
Nancy Bell
Trustee Secretary

Note: Minutes are UNAPPROVED until voted on by the Board of Trustees