

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

August 12, 2024

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice Chair) Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustees: Sharon Marigliano, Sandra Whittier, Diane Bolduc, Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray. Guests: Nancy Hirshberg (Solar project advisor), Mike Moe (Library Foundation) The meeting was called to order by Doug Smith at 3:37 p.m.

Non-Public Session - Not needed

Approval of the Minutes of June 8, 2024

Sharon Marigliano presented a correction to page two under Horsley Witten, paragraph one, line two. Sentence should read Steve Randall at Department of Public Works has stepped in to clean up the front entrance to the library.

Brodie Deshaies made a motion to accept the minutes of the June 8 meeting as corrected. The motion was seconded by Steve Farley. All voted in favor.

New Business

Solar Funding Presentation by Nancy Hirshberg

Nancy presented an update on financing costs for the Library Solar project. Funds remain available through the Inflation Reduction Act that the library has applied for. We are also waiting to hear on a USDA grant for \$50,000. There is still an amount that will need to be raised through donations.

The board held a discussion about the solar program and the means to fund it. The question was raised as to whether the library would be able to accept a federal grant to fund a portion of the cost. It was decided that the trustees would need to know if the town or the library will own the solar panels.

Brodie Deshaies made a motion to send a letter to the Board of Selection and Town Manager to request an addendum to the MOU to address solar panels on the library and the EV charger. The motion was seconded by Doug Smith. All voted in favor. This letter will be provided by Friday.

Front Landscaping Project – Adjusted Estimate – Mike Moe – Library Foundation

Mike presented a report on the Library Foundation understanding of the Landscape Project. The Foundation is concerned about the lack of progress on the project. The Trustees are looking for financial information on monies that are available for expenditure on Phase 1 for the revised Front Landscape design plan submitted by Horsley Witten.

A discussion was held on the project and where the Trustees stand on the implementation of Phase 1 and where the monies will be coming from. Mike will present the revised plan to the Foundation and report back to the Trustees so a decision on the project can be made so that planting will be ready to go in the Spring of 2025.

Strategic Plant – Draft

Alison Rutley presented the Trustees with a draft copy of the Strategic Plan for 2024 – 2027. The plan was developed by the Management Team of the Library and presented to all full-time staff for input and brainstorming during a scheduled workshop. The Board agreed that the plan was well thought out with good substance.

Brodie Deshaies made a motion to endorse the Strategic Plan as presented. The motion was seconded by Doug Smith. All voted in favor.

Alternate Trustees

Appointments to the Wolfeboro Library Board of Trustees as Alternates for Diane Bolduc, Sharon Marigliano, and Sandy Whittier were submitted and approved by the Wolfeboro Board of Selectmen. All Alternates have been sworn in.

CIP (Capital Improvement Plan) Drainage Project

Alison Rutley presented the Trustees with a project worksheet and submission form that will be submitted to the Capital Improvement Program Committee to identify the need for correction due to the Library parking lot's sub-standard design.

Other New Business

Brodie Deshaies reported that he had been asked to join the NH Library Trustees Association Education Committee and potentially as a Board member. The trustees were excited for this opportunity for Brodie.

Treasurer's Report

Brodie presented an update on the Budget vs. Actuals financial report. He indicated that operating costs/maintenance contribute to the 63% expense total Year to date. This is considered to be on target for the year.

An update was also presented on the Assets and Liabilities report. Brodie had spoken with Paul Provost regarding our investment portfolio. Paul indicates that our investments are very strong. Brodie spoke of the expenditures that had been made from the trusts. He suggested that we try to take a pause from that to maintain healthy balances.

Librarian's Report

Overdrive Audiobooks are up 32% over July 2023

eBooks are up 6%.

Adult Program are up 125%

Attendance for Adult program is up 76%.

Children's programs attendance is up 24%
Public Computer usage is up 35%
Hoopla has risen 31%
Meeting Room Usage has increased 13%

Our Daiken HVAC system has passed all testing done by Nick Ahern from Wicked Cool. It appears that some of the internal building testing done in April after the failed compressor was installed was incorrectly interpreted by the on-call technician. Nick ran a full day of testing in late July to double check the information that had been reported at no charge. Some issues were found with our setback enable feature and all our controller temperature settings were readjusted. All is running fine now.

Generator: The generator has arrived in Wolfeboro. IT is being stored by the Department of Public Works. Electrical Installations LLC will be coming to install the main and generator breaker to be hung on the exterior of the building. After Labor Day, the installers will need to cut the main breaker for a day and the library will be closed. This will be coordinated with the Town of Wolfeboro and the electrical installers. Barry Muccio and Jim Pineo have been hugely helpful with this install project.

Community Conversation has been scheduled for Wednesday, August 21 from 6:00 to 7:00 p.m. or Friday, August 23 from 10:00 – 11:00 a.m. For this conversation, we hope to identify priorities in order to spend the American Library Association Grant to provide the disabled community with better access to library resources.

Cleaner – Due to the resignation of an employee, Chinook Cleaning Services has been hired to clean three days a week. They have professional equipment and a team to help maintain the building. Even with our heavy volume of library users, the three days plus the use of a small robotic vacuum on the off days has kept the building in great shape.

Book Sale – The Friends of the Wolfeboro Public Library ran their Book sale on August 2. They had a large crowd and were pleased with the results of the Sale. We thank the Friends for all the hard work and dedication they have shown the library. They are a huge asset.

Vacation. Alison will be taking vacation in late August through early September. On her return she will be attending the Association for Rural and Small Libraries meeting in Springfield, MA from September 11-13 as the result of receiving a full scholarship awarded by ARSL.

Joyce Davis will be presenting the agenda for the next Trustees meeting scheduled for September 9. The agenda will include an update on the Community Conversation, the generator status and an overview of the success of the Summer Reading program by Jeanne Snowdon.

Grants and Donations

Brodie Deshaies made a motion to accept \$345.07 in grants and donations. Doug Smith seconded the motion. All voted in favor.

Upcoming Meeting/Events

Community Conversation – August 21 at 6:00 p.m.

Community Conversation – August 23 at 10:00 a.m.

Board of Trustees Meeting – September 9 at 3:30 p.m.

WPL Policy and Procedures Committee Meeting: Oct. 24, 2024 @ 3:00 pm

WPL Human Resources Committee Meeting: TBD

WPL Facilities Committee Meeting: TBD @ 1:00 pm

WPL Landscaping Committee Meeting: TBD

Public Input – not needed

Brodie Deshaies made a motion to adjourn the meeting at 5:50 p.m. The motion was seconded by Linda Wilberton. 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