

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

November 13, 2023

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. The meeting was called to order by Doug Smith at 3:35 p.m.

Approval of Non-Public Minutes of September 11, 2023

Brodie Deshaies made a motion to approve the minutes of the Non-Public Board of Trustees meeting on Monday, September 11, 2023. The motion was seconded by Doug Smith. All voted in favor.

Approval of the Minutes of October 2, 2023

Changes made include: Page 2, Under Landscaping: Paragraph 1, sentence 2 should read “Also included were...”; Page 3, Under Building Update – change “Wi fi” to “Wi-Fi”; and New Business – Policy and Procedures should read “The committee has been working on updates to policies...”. Brodie Deshaies made a motion to accept the minutes as corrected. The motion was seconded by Linda Wilberton. All voted in favor.

Treasurer’s Report

Brodie reported that the Budget vs. Actual Statement is on track. Investments are also on track. A discussion was held regarding the donation account. Brodie will follow up and advise the trustees at their next meeting. A overall review of the items to be discussed under New Business was presented including Investment Policy Guidelines, Treasurer’s Duties, definitions of trust funds and other subjects under finance committee review.

Librarian’s Report

Alison Rutley presented the Librarian’s report.

Statistics reported for the month of October 2022 vs. October 2023:

Hoopla up 22%

Overdrive eBooks up 13%

Overdrive Magazines up 326%

Daily patron count up 7%

New patron cards up 71%

Renewal of patron cards up 98%

Alison is working on yearend statistics and presented some of her findings: There have been 49,000 patrons walk through the doors of the Wolfeboro Public since January 2023. Circulation of 50,000 books and other library materials has been recorded. There have been 237 adult and children’s programs in place with 2134 patrons in attendance. Patrons have accessed 1221 hours of online usage.

Updates were presented on Hallowe'en activities and Library In-Service day. Rug cleaning is also in process. Application has been made to the American Library Association for grants to assist with the Library Transforming Communities initiative which is designed to assist small and rural libraries to help better service for people with disabilities. Wolfeboro Public Library has outlined our desire to expand programming to include children with special needs. The grant will be determined in 2024.

Old Business

Generator – Installation Funding

The generator is expected to arrive at the end of the month. The cost of the generator has been met. The installation cost included funds that have been encumbered from the remaining funds allocated for the renovation project. This will not meet the total needed installation cost because the library was not wired initially to handle a generator. The shortfall was discussed.

Brodie asked if the monies for the shortfall could be reimbursable from grants that the library intends to pursue after completion of the project. There was a question as to whether private trust monies could be reimbursed with grants. The question will be presented to the town finance director.

Brodie Deshaies made a motion to permit the treasurer to pull \$45,000 from private monies for the installation of the generator contingent on the meeting of donor intent. The motion was seconded by Steve Farley. All voted in favor.

Brodie Deshaies then made a motion to allow the Chair to contact the town finance director or legal counsel if the information is not available regarding the reimbursement of the private monies. After discussion of the motion, it was amended to have the library director and the treasurer of the board of trustees contact the town finance director or legal counsel. The motion was seconded by Steve Farley. All voted in favor.

Other Old Business – None

New Business

Landscaping Committee Report

Approve Option B – Drainage – Costs and Design Work

Building Front Design – Next Steps

Budget

Discussion was held on redesigning drainage for parking lot and entrance. Horsley Witten is looking for a final resolution on the front landscaping and authorization of the design to proceed. The decision was made to focus on natural landscaping and side drainage at the present time. It was suggested that the town be approached for their input on the drainage issue as part of the MOU.

Linda Murray departed the meeting at 4:45 p.m.

Brodie Deshaies made a motion to put out the front design of the landscaping project for bid.

Steve Farley seconded the motion, and all voted in favor.

Brodie Deshaies made a motion to table the approval of the Drainage project to the next meeting and await a response from the town. Doug Smith seconded the motion. All voted in favor.

Finance Committee Report

Library Bylaws Amendment

Doug Smith made a motion to amend the bylaws section 4.5(a) to read "The Treasurer shall be responsible for all receipts and shall reconcile or review all reconciliations of the Wolfeboro Public Library's financial and investment statements." The motion was seconded by Linda Wilberton. Brodie Deshaies abstained. All others voted in favor.

Updated Investment Guidelines and Policy with Appendixes

Changes to the policy were presented and discussed. It was decided that the document will refer to trusts as funds. Steve Farley made a motion to approve the Wolfeboro Public Library Investment Policy and Guidelines for Trust Funds as amended. Brodie Deshaies seconded the motion. All voted in favor.

Updated Procedures for Distributions from Library's Trust Funds

A motion was made by Brodie Deshaies to approve the procedures for Distributions from Library Trust Funds as presented. The motion was seconded by Doug Smith. All voted in favor.

Discuss moving library's monies from M & T Bank to New Hampshire Trust

The purpose of this move was to improve the return on the monies and allow for better investment growth.

Linda Wilberton made a motion to move all monies from M & T Bank to NH Trust. The motion was seconded by Doug Smith. All voted in favor.

Stedman Fund – Landscaping

Use of the Stedman Fund for the Landscaping project was discussed. It was determined that the status of the Schroth Fund needs to be reviewed.

Discussion on a policy for expending money from the library's trust

This discussion took place.

Discussion on revenue line in the proposed 2024 budget

This discussion was held.

Policy and Procedures Committee Report

Code of Conduct

Changes to the Wolfeboro Public Library Code of Conduct Policy were discussed. Brodie made a motion to approve the Code of Conduct as amended. The motion was seconded by Steve Farley. All voted in favor.

Meeting Room Policy

A change to the meeting room policy was made to include: "An organization reserving a room for an event with raffles or games of chance is 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.

Linda Wilberton made a motion to accept the update to the Wolfeboro Public Library Meeting Room Policy and Rules. The motion was seconded by Doug Smith. All voted in favor.

Meeting Room Appeal Policy

Brodie Deshaies made a motion to approve the Wolfeboro Public Library Meeting Room Appeal Procedure Policy. Steve Farley seconded the motion. All voted in favor.

Meeting Room Appeal Policy Form

Doug Smith made a motion to approve the Wolfeboro Public Library Meeting Room Appeal Form. Brodie Deshaies seconded the motion. All voted in favor.

Sealed Meeting Minutes

Review Guidance

Appointment of Ad Hoc Committee

Brodie made a motion to establish an Ad Hoc Committee to review old, sealed minutes to be in compliance with recently adopted HB 321 which will review sealed minutes within 10 years of the effective date of HB 321, October 3, 2023. "Meeting minutes that were kept from the public that are not reviewed by the public body or agency on or before October 3, 2033, shall be subject to public disclosure without further action of the public body." Doug Smith seconded the motion. All voted in favor. Diane Bolduc was appointed as chair of the committee by Doug Smith.

Transfer of Past Library Employee Files to Town Hall

Alison Rutley is transferring former Library Personnel files to the town hall where they will be stored for seven years. This implementation allows for more space at the library, which does not maintain storage space available at the town hall. Doug Smith made a motion to allow the Library Director to transfer former library personnel files to the town hall. The motion was seconded by Brodie Deshaies. All voted in favor.

Leave Time Carryover – J. Davis

Alison requested that the excess leave time accrued be allowed for carryover due to the increased workload necessitated during the past year. Doug made a motion to allow the carryover. The motion was seconded by Steve Farley. All voted in favor.

New Hampshire Legislative Update

Alison presented legislative updates relative to issues pertaining to libraries: Parent access to children's library records, establishment of library collection development policies, private rights

of action by school or library employees, and advancing phase 2 of the NH state library preservation.

Josephine Amatucci – Raffle Discussion

Josephine Amatucci presented her request for a 50/50 raffle to be held at the Wolfeboro Public Library. The proceeds would be divided equally between the winner of the raffle and the poor. Specifics of the presentation were discussed.

Sandy Whitter left the meeting at 4:48 p.m.

Steve Farley left the meeting at 4:49 p.m.

Diane Bolduc was appointed as a voting member for the remainder of the meeting.

Brodie Deshaies made a motion to send the updated policies for the Wolfeboro Public Library to Ms. Amatucci explaining how an organization can host a raffle in the library. The motion was seconded by Doug Smith. All voted in favor.

Other New Business – none

Grants and Donations

Donations \$109.24

Grants:

Diane Bolduc made a motion to accept the amount of \$109.24 as a donation. The motion was seconded by Doug Smith. All voted in favor.

Upcoming Meeting/Events

Human Resources Committee – Monday, November 27 at 2:30 p.m.

Town of Wolfeboro Budget Committee Meeting, Wednesday, November 29 at 6 p.m.

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

Regular Trustees Meeting – Monday, December 11 at 3:30 p.m.

Finance Committee Meeting – Thursday, December 14 at 4:00 p.m.

Public Input - none

Doug Smith made a motion to adjourn the meeting at 5:25 p.m. The motion was seconded by Diane Bolduc. 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