

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

September 11, 2023

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice Chair) Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustee: Diane Bolduc, Sharon Marigliano, Sandra Whittier, Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray. The meeting was called to order by Doug Smith at 3:34 p.m.

Approval of Minutes

Corrections to the minutes of August 14 included: page 2 under WPL Budget – 2024 line three should read Cindy Scott and Last line under Other Old Business should read June 19th, page 3 under Policy and Procedures Committee Line one should read Code of Conduct, and page 4 – paragraph 6 first line should read anticipated at the “library”, and paragraph 8 first line should read Steve Farley omit the ?. Brodie Deshaies made a motion to approve the minutes as corrected. Steve Farley seconded the motion. All voted in favor.

Treasurer’s Report

Brodie reported that work continues on updating old investment policies. Work will be continuing on the Stedman fund. Meetings for the 2024 Town Budget have been scheduled. The Budget vs. Actual report figures look good. The suggestion was made that the town budget committee be made aware of monies that are currently in the process of expenditure. This should also be noted for the Selectman’s Review. A current long-term goal is to move monies from M & T Bank to NH Trust. The 2024 budget figures will be addressed later in the meeting.

Librarian’s Report

Alison Rutley presented the Librarian’s report.

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

New patron cards – up 39%

Hoopla up 15%

Meeting Room usage: Up 11%

Programs: Adult attendance – up 56%

Museum passes – up 20%

Schedules for the Board of Selectmen 2024 Budget Review and Town of Wolfeboro 2024 Budget Review Meetings were passed out.

Building Update

Alison reported that there are still issues with the AC units. Wicked Cool is monitoring the system. Error messages are reported to them daily. Their research indicates this may be an electronic issue rather than mechanical. That would be an easier fix.

As reported to the Library Finance Committee, the wireless devices will be reaching their end-of-life date and need replacement. Further research by the IT Coordinator indicates, with information received from Block 5, that replacement will not be needed until August 31, 2027. The units are no longer available to purchase but are technically viable for 3 more years. 2024 Budget changes have been made.

Jeanne Snowden has been redecorating the Young Adult section with a felt wall mural. Young people have been playing chess at the tables installed in this area. Jeanne has transformed it from a private corner into a vibrant young adult refuge – a colorful and inviting section.

Granite State Library Card Challenge

The Library is participating in the Granite State Library Card Challenger during the month of September. The winner will be determined by the largest increase in the percentage of newly registered library cards. Flyers are posted around town. The staff plans to have a table at the Fall Festival at Foss Field on Saturday, September 23 to register Wolfeboro residents for a new library card. It is our goal to win this trophy!

NHLTA

The New Hampshire Library Trustees Association is presenting a repeat of the July Trustee Orientation workshop on October 23, 2023, in Concord. Alison asks that she be informed of anyone planning to attend so that she can submit the registration.

Alison will be meeting with the Town Manager to review the library budget on Thursday, September 14. She will also be attending a Department Heads' meeting on September 21.

Public Input (not needed)

Non-Public Session

A motion was made to enter Nonpublic Session by Brodie Deshaies, Doug Smith seconded. Public Session resumed 4:09 p.m.

Old Business (none)

Other Old Business

Discussion concerning the removal of the tree in the front of the library continued.

It was noted that the Minutes of the August 14 meeting stated that a copy of changes to the Board of Trustees Bylaws will be distributed before the next scheduled trustees meeting. This has not yet occurred. This specifically refers to changes in the Treasurer's duties.

New Business

WPL Budget 2024

Alison passed out worksheets showing the anticipated Library Budget and the Employees Wage and Benefits details from the Town of Wolfeboro. These figures were reviewed by the Finance Committee.

Of note: Outside Services category – the consulting fines change has been reduced. A contingency amount remains. Computer Maintenance – the increase has been driven by vendor amount increased. Building maintenance – These require renegotiation with vendors. It is suggested that no outside cleaning be attempted until the public safety building project is completed. Dues and Subscription: Increase to the ALA to allow for two persons and to include professional development for Jeanne Snowden and Joyce Davis. The amount in the propane line item was recommended by Jim Pineo.

Books and Periodicals: The nonfiction area needs to be updated. More money is also required for downloadables. Furniture and Fixtures contain a significant reduction. Professional Development – we are planning to increase programs for special needs for adults and children which will require additional training. Increase of program participation necessitates additional funding.

Brodie Deshaies made a motion to recommend that the Library Director increase the Programs amount in Line 830 from \$2,000 to \$5,000. The motion was seconded by Steve Farley. All voted in favor.

Brodie Deshaies made a motion to Increase the amount in Travel Line 810 from \$300 to \$1000. This was seconded by Doug Smith. Discussion included the need for additional funding for travel due to the increased staff development opportunities to be attended. All voted in favor.

The Salary Wage and Benefit Detail for the Library Department was reviewed. An increase of 3.5% for nonunion salaries was indicated.

Brodie Deshaies made a motion to support the Library Director's proposed Budget. The motion was seconded by Doug Smith. All voted in favor.

Budget Hearing Schedule

The upcoming meetings were reviewed by the Board of Trustees.

Landscaping Project Update

Contact has been made with Horsley Witten regarding the drainage issue and drawings have been received. John Sandeen has been advised of the report. Steve Randall has met with Horsley Witten. The new design is being considered.

Staff Work Day – Friday, October 27, 2023

This day is traditionally set aside to allow the library staff to keep the library collection interesting by weeding and reorganizing the books and other items available in the library. Brodie Deshaies made a motion to close the library on Friday, October 27 for the purpose of the Staff Work Day. The motion was seconded by Doug Smith. All voted in favor. The trustees donated money to purchase lunch for the staff on that day.

Other New Business

A case of Covid has been reported in the library. A portable air cleaner will be moved to the circulation desk and filter replacements will be checked and replacements made more often. Masks are available. A discussion was held concerning the CDC guidelines. The Board is comfortable with CDC guidelines currently in effect.

Steve Farley left the meeting at 5:13 p.m.

Diane Bolduc has been appointed as a voting member.

Brodie suggested that it may be necessary to have a warrant article developed for the generator installation fund. Linda Murray agreed to the suggestion. Brodie Deshaies made a motion to have the Library Director work with the Town Manager regarding the Generator Installation cost. This motion was seconded by Doug Smith. All voted in favor.

Grants and Donations

Donations \$557.83

Grants:

Brodie Deshaies made a motion to accept the amount of \$557.83 as a donation. The motion was seconded by Diane Bolduc. All voted in favor.

Upcoming Meeting/Events

Policy and Procedures Committee – Thursday, September 28 at 3:00 p.m.

Finance Committee Meeting – Thursday, October 5 at 4:00 p.m.

Board of Trustees Regular Meeting - Monday, October 9, at 3:30 p.m.

Human Resources Committee – Monday, October 23 at 2:30 p.m.

Town of Wolfeboro Board of Selectmen Budget Review – Monday, October 23 at 6 p.m.

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

Brodie Deshaies made a motion to adjourn the meeting at 5:17 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