

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

October 2, 2023

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice Chair) Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustee: Sharon Marigliano, Sandra Whittier, Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray. Diane Bolduc (Alternate Trustee) was absent. The meeting was called to order by Doug Smith at 3:35 p.m.

Non-Public Session

A motion was made to enter Nonpublic Session by Linda Wilberton, Doug Smith seconded. Public Session resumed 4:00 p.m.

Brodie Deshaies made a motion to seal the minutes because they could adversely affect the reputation of any person other than a member of this board. Linda Wilberton seconded the motion.

Roll Call vote to seal the minutes:

Doug Smith	Y
Linda Wilberton	Y
Steve Farley	Y
Brodie Deshaies	Y
Nancy Bell	Y

The motion passed.

Approval of Minutes of September 11, 2023

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

Treasurer's Report

Copies of the Statement of Assets and: Liabilities through October 2 and Budget vs. Actuals 2023 budget to date were passed out. Brodie stated that all looks well in Assets and Liabilities. He noted that orders have been placed which may affect the actual amount of the Statements as purchase orders are in place. All looks well for investments. The Finance Committee is updating investment policies. The long-term goal is to move funds from M & T Bank to NH Trust.

Librarian's Report

Alison Rutley presented the Librarian's report.

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

Hoopla up 16%

Overdrive up 11%

Museum passes – up 79%

New patron cards – up 32%
Renewal of patron cards – up 23%

It was noted that the Wolfeboro Public Library participated in a Statewide Challenge for Library cards in the month of September.

Landscaping

An update of plans for landscaping for the street side of the building in consideration of the construction of the Public Safety Building was received from Horsley Witten. Also include were suggestions made by the Landscaping Committee.

An architect was sent out by Horsley Witten to meet with Steve Randall from DPW to discuss a redesign of the parking lot island and the front entrance. This was necessitated by drainage problems. Two options were presented to the Landscaping Committee. The option that was recommended by the town and Horsley will establish the original site design to filter and clean stormwater and address stormwater overflow for large storm events. The Landscape Committee will meet this month to discuss plans for moving forward.

Special Needs Programming

Library staff is exploring expanding programming to the special needs community. The first step will be presented for serving children with special needs. Alison has been in touch with Teri Ann Cox, executive Director of the Children's Center to begin a collaboration. Alison will tour the Center and continue to explore children's programming opportunities.

Jeanne Snowdon has recently begun an online American Sign Language class geared specifically for Children's Librarians. American Sign Language is used for nonverbal children as well as the hearing impaired. This is an exciting programming project.

Generator

Generator delivery is expected on or around November 28. We are hoping to receive a current date quote for the installation of the generator in order to issue a purchase order and encumber monies remaining from the library building warrant article before December 31, 2023.

Information has been received that the new invoice will hold steady at \$150,000+ quoted in 2022.

When all the generator pricing is assembled, Alison will begin to explore with Chief Zotti applying for Homeland Security Management grants which are awarded to municipalities for installation of emergency shelter.

Solar

Nancy Hirschberg is in touch with USDA regarding available grants for the solar installation project. She will continue to work with us to have our submission completed for December approval. Once approved and obligated, we are expecting funds to be available around May or June 2024.

Building Update

W fi is down. The backup in the Beaver is limited in signal strength. Mike Babylon is working with Ruckus for a new Wi-Fi box ASAP.

Public Safety Building

Construction is ongoing and CCI is constantly in contact with the library. Due to the lack of access from the Public Safety driveway due to major excavation work, they have needed to use the back fence behind the library a few times. They always contact the library when this is needed for a delivery and provide a flagger to ensure pedestrian safety. No disruption has occurred.

Budget meeting date reminders:

Board of Selectmen – Monday, October 23 – 6 p.m. – Great Hall.

Budget Committee – Wednesday, November 29 – 6 p.m. – WPL.

Old Business

Brodie noted that the Bylaws updates still need to be distributed. He suggested they be sent out at the same time the new meeting minutes are provided.

Other Old Business - none

New Business

Policy and Procedures Committee Report

The committee has been working on updates to policies to enable ease of access for patrons and staff.

Archive Policies

Alison reported that she has found discrepancies with dates or a lack of a date on policies. She raises the question of maintaining policies in an old policy file. She finds that the present system or lack of a system is confusing.

Linda Murray recommends the need for an archive file. Brodie Deshaies made a motion to instruct the Library Director to create a file for archive policies and a second file for current policies. The motion was seconded by Doug Smith. All voted in favor.

Donations of Books DVDs, and CD s Policy

Brodie Deshaies made a motion to reaffirm the policy of the Wolfeboro Public Library regarding Donations of Books, DVDs, and CDs as revised on May 10, 2021, as presented. The motion was seconded by Doug Smith. All voted in favor.

RSA 91-A:3 – HB 321 – Sealed Meeting minutes Procedures Change

We will need to play catch up to make this update. We will look for a sample policy from the NH Municipal Association. The Policy and Procedures Committee will make a recommendation to the Board of Trustees later.

NH Legislative Tracking

This topic concerns the review of State Legislation that relates to libraries. Brodie Deshaies made a motion to instruct Alison Rutley, Library Director, to review Legislative policies and present updates if needed in a status report to the Board of Trustees. The motion was seconded by Doug. All voted in favor.

Other New Business

Sharon Marigliano presented a report of the recent Friends of the Wolfeboro Public Library meeting. The Friends will be participating in the Annual Holiday Parade in Wolfeboro on November 25, 2023. The next Book and Author Luncheon has been scheduled for June 7, 2024. Donations to the Library included \$2,500 – Tech budget, \$5,000 for materials, and \$2,000 for furniture.

Grants and Donations

Donations \$291.17

Grants:

Brodie Deshaies made a motion to accept the amount of \$291.17 as a donation. The motion was seconded by Steve Farley. All voted in favor.

Upcoming Meeting/Events

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.

Landscape Committee – Tuesday, October 24 at 2:00 p.m.

Policy & Procedures Committee Meeting – Thursday, October 26 at 3:00 p.m.

Finance Committee Meeting – Thursday, November 9 at 3:00 p.m.

Regular Trustees Meeting – Monday, November 13 at 3:30 p.m.

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

Public Input

Josephine Amatucci spoke to the Board considering a raffle proposal. The Trustees agreed to consider the matter.

Brodie Deshaies made a motion to adjourn the meeting at 5:01 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