

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

December 11, 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.

Non-Public Session

Brodie Deshaies made a motion to enter Nonpublic Session for the reason of RSA 91-A:311(1) Consideration of legal advice provided by legal counsel, either in writing or orally for one or more members of the public body, even where legal counsel is not present. The motion was seconded by Doug Smith.

A roll call vote to enter nonpublic session was held:

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

Entered nonpublic session at 3:37 p.m.

Public session reconvened at 4:05 p.m.

Brodie Deshaies made a motion to seal the minutes. Linda Wilberton seconded the motion.

Roll call vote to seal the minutes:	Doug Smith	Yes
	Linda Wilberton	Yes
	Brodie Deshaies	Yes
	Steve Farley	Yes
	Nancy Bell	Yes

The motion passed.

Approval of the Minutes of November 13, 2023

Changes made include:

Page 1 last paragraph yearend to year-end.

Page 2 paragraph one – last sentence should read “children and adults with special needs.”,

Page 3 Discussion on a policy for expending money from the library’s trust – add the following statement. “It was determined the current policies are sufficient”.

Page 3 Discussion on revenue line in the proposed 2024 budget – add the following statement.
“It was determined the proposed revenue lines are accurate.”

Linda Wilberton made a motion to accept the minutes as corrected. The motion was seconded by Steve Farley. All voted in favor.

Treasurer's Report

Brodie reported that the accounts at M & T Bank have been closed. Monies have been moved to NH Trust. Edits to Investment policies have been reviewed. The Finance Committee will be moving to quarterly meetings as monthly meetings are no longer necessary. Financial reports are in good shape.

Librarian's Report

Alison Rutley presented the Librarian's report.

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

Hoopla up 34%

Overdrive Audiobooks up 13%

Overdrive eBooks up 14%

Overdrive Magazines up 544%

Daily patron count up 61%

Meeting Room up 16%

Circulation up 3%

Update on Library facilities included a report on the generator, circulation door, solar project, and HVAC. The generator is expected to be installed in January 2024. The town has posted the donation from the library to fund the remaining balance for the installation. The circulation door was funded by donations and is complete.

Aison and Nancy Herschberg met with a representative from the USDA Community facilities program regarding a grant for the solar project. The resubmission deadline is December 15. Alison would publicly like to thank Nancy Hirschberg and the Wolfeboro Energy Committee for all their work on this project. The trustees would like to add their thanks also. Positive feedback from our USDA representative states that Wolfeboro is a great candidate to receive funding from this Congressional reauthorization cycle.

The HVAC issue is currently waiting for diagnostic software to run on one of the compressors to identify specific issues. The compressor is still under warranty and a new one has been ordered. Labor will not be covered by the warranty and the cost will be substantial.

New Business

2023 Spending Freeze and Budget Cuts

Linda Murray presented a history of the problems facing the town and the expected solutions to the issue.

Landscaping Committee Report

Base Bid Update

Linda Wilberton presented a report on the project. The committee explained the base bid which includes the front garden and street garden. All funds raised have come from private donations. The next step is to put the project out for bid. Brodie Deshaies made a motion to approve the Base Bid as presented by the Landscape Committee. The motion was seconded by Steve Farley. All voted in favor.

Horsley Witten Amended Contract

The Wolfeboro Waters Trust Fund will be approached to consider funding for a portion of the drainage problem. Alison suggests that a discussion be held with Brian Kucher to discuss in more detail the probes with drainage. The Board needs to know what the real problem is and to see what the potential cost could be.

Policy and Procedures Committee Report

Updates on policies reviewed by the committee were presented by Brodie Deshaies. The policies presented included Library Card Policy, DVD Circulation Guidelines, Overdue Fine Limit Policy, Telescope Borrowing Agreement, Collection Development Policy, and Wolfeboro Public Library Meeting room statement. Brodie made a motion to adopt the policies as proposed and amended. The motion was seconded by Steve. All voted in favor.

Human Resources Committee Report

Diane Bolduc presented the updates for Library Director, Assistant Library Director, Library Clerk, Custodian Part Time with addendum and Flow Chart. Brodie Deshaies made a motion to approve the job descriptions as presented for Library Director, Assistant Library Director, Library Clerk, Custodian Part-time with addendum for maintenance of carpets, and the flow chart. Linda Wilberton seconded the motion, and all voted in favor.

Investment Policy and Guidelines

Brodie presented this information that was provided to the Board of Trustees by NH Trust. Brodie Deshaies made a motion to amend our investment policy as advised by the money manager at NH Trust. Steve Farley seconded the motion, and all voted in favor.

2024 Board of Trustees Meeting and Library Holidays

Alison presented the proposed Library Holidays for 2024. She noted the inclusion of Juneteenth in the calendar. Brodie Deshaies made a motion to accept the Holiday Closure schedule as presented. Doug Smith seconded this motion. All voted in favor.

Alison then presented the proposed Trustees meeting scheduled for 2024. Brodie made a motion to accept the schedule as presented. Doug seconded the motion. All voted in favor.

New Hampshire Legislative Update

Alison presented legislative updates relative to issues pertaining to libraries. She noted that there was nothing new for this month. No changes had been made.

Town Election – Filing period January 24 – February 2, 2024

Trustees were reminded of their terms of service and encouraged to refile for election.

Other New Business

None

Grants and Donations

Grants: \$300.00

Donations: \$679.11

Brodie Deshaies made a motion to accept the amount of \$979.11 from grants and donations. The motion was seconded by Linda Wilberton. All voted in favor.

Old Business

50/50 Raffle

Doug noted that he had sent a letter regarding the Board of Trustees decision not to permit the use of the library for this purpose.

Brodie Deshaies made a motion to deny use of the library for a 50/50 raffle to Josephine Amatucci. The motion was seconded by Doug. All voted in favor.

Other Old Business

None

Public Input - none

Upcoming Meeting/Events

Regular Trustees Meeting – Monday, January 8 at 3:30 p.m.

Public Input - none

Linda Wilberton made a motion to adjourn the meeting at 5:33 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