

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Beaver Room

Monday, August 11, 2025

Present - Trustees: Doug Smith (Chair), Linda Wilberton Vice Chair), Nancy Bell (Secretary), Steve Farley, Alternate Trustees: Sandra Whittier, Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray, arrived late, Sharon Marigliano, (Treasurer) and Diane Bolduc (alternate- absent. The meeting was called to order by Doug Smith at 3:33 p.m.

Non-Public Session – not necessary

Approval of the Minutes of July 14, 2025

A correction was made on Page 3 under Alternate Trustee appointments; spelling of Doug Smith name corrected from Dug and date of the minutes should read July 14th. The motion was made to accept the minutes as corrected by Steve Farley and seconded by Sandy Whittier. All voted in favor.

Sandy Whittier will be a voting member today in lieu of Sharon Marigliano.

Treasurer's Report

A review of the Assets and Liability report indicates that all is well. The Budget vs. Actuals report shows we continue to be on track for spending for the year. Alison states that she will be having a meeting with Sam Keeley, the town financial director, to prepare the 2026 budget. Line item transfers have left the library in better shape than previously expected. Budgetary needs may lead to the filling of an open position.

Librarian's Report

Hoopla is up 27% over July 2024.

Patron Count – up 9%

Overdrive Magazines are up 44%

New Patron Cards – up 94%

Paid Patron Cards – up 23%

Circulation – all formats – up 4%

Public Computer Usage – up 5%

Number of Adult Programs – up 22%

Number of Adult Attendees – up 51%

Number of Children Programs – up 19%

Number of Children Attendees – up 72%

Library Solar

Alison will be meeting with Nancy Hirschberg on Thursday, August 14 to review the final solar punch list. Once we feel that we have closed out all open Items, we will be requesting the final payment for Barington Power.

The Wolfeboro Energy Committee has reviewed our renewable energy credit sales contract with Knollwood Energy who was recommended to us by Barrington Power as an established REC broker. It has been recommended by the Energy Committee that the Trustees sign the contract. According to this contract, the amount paid to the Library is 93% of the average net price received in sales for the RECs. Knollwood will never receive less than \$5 per REC.

Furniture

The new shelving for the large print collection will be installed during the week of September 8. This shelving was purchased with a grant obtained from the WPL Foundation.

Budget

Alison is currently in the process of finishing the projections for our 2026 budget. She will be submitting a draft to the Town over the next two weeks. She will be presenting the draft budget at the September 8 Trustees meeting. It was suggested that Alison prepare the budget for what is necessary to run the library.

Vacation

Alison will be on vacation from August 21 to September 5. Joyce and Lori will be available for any questions and they will keep in touch with her if there are any questions or concerns.

Old Business – none

New Business

CIP - 2026

Wolfeboro Waters has been approached about the design of the proposed Capital Improvement Plan recommended by Horsley Witten for Stormwater Improvements to the parking lot. They have expressed concern about the design. Linda Murray mentioned questions about pipe sizes. Wolfeboro Waters does not support the current plan. Alison Rutley, Horsley Witten and three members of the Wolfeboro Waters will meet to discuss plans moving forward.

A vortex system may not be required as a filtered system to remove unused nutrients in the system. Flooding has been minimized but still needs to be addressed.

Last Night – December 31, 2025 (9:30 – 2:00)

Staff is interested in remaining open to enable the use of the facility for programs. Steve Farley made a motion to have the library open until 2:00 to enable use for programs. The motion was seconded by Doug Smith. All voted in favor.

Employee Appreciation Day – September 19, 2025

Staff have expressed an interest in participating in the Town Event this year. There is a plan for a barbeque with lunch to be served in the Bradley Room. Linda Wilberton made a motion to close the Library on September 19 to allow the staff to participate in Staff Appreciation Day activities. The motion was seconded by Doug Smith. All voted in favor.

Landscape Maintenance

Alison asked for people on the Landscaping Committee to meet with her to approach the Foundation about ongoing plans for the remainder of the grounds. She would like to approach Goose Corner as they have been very easy to work with.

Doug Smith made a motion to reconvene the Landscape committee. The motion was seconded by Sandy Whittier. All voted in favor to plan for future usage.

Other New Business

Nancy Bell asked for a change of the October Trustees meeting to October 6 due to scheduling issues. It was agreed that this would be acceptable.

Grants and Donations

Linda Wilberton made a motion to accept \$162.33 in Grants and Donations. Doug Smith seconded the motion. All voted in favor.

Public Input – not needed

Upcoming Meeting/Events

Board of Trustees Meeting – Monday, September 8, 2025 3:30 p.m.

Policy and Procedures Committee – Tuesday, September 16, 2025 at 11:00 a.m.

Finance Committee – Tuesday, October 14 at 1:00 p.m.

Human Resources Committee – Monday, October 27, 2025 at 1:00 p.m.

Facilities – TBD

Landscaping - TBD

Steve Farley made a motion to adjourn the meeting. The motion was seconded by Doug Smith. All voted in favor and the meeting adjourned at 4:30 p.m.

Respectfully submitted,
Nancy Bell, Trustee Secretary

Note: Minutes are UNAPPROVED until voted on by the Board of Trustees