

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Bradley Room
December 9, 2024

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

Sandy Whittier was asked to be a voting member today.

Non-Public Session

A motion was made to enter the Nonpublic Session by Linda Wilberton. Doug Smith seconded the motion.

Specific Statutory Reason cited as RSA 91-A:3, II (b) The hiring of any person as a public employee.

Roll call vote to enter nonpublic session:

Linda Wilberton	Y	Doug Smith	Y	Nancy Bell	Y
Steve Farley	Y	Sandy Whittier	Y		

Entered nonpublic session at 3:36 p.m.

Public Session resumed at 4:01 p.m.

Doug Smith made a motion to seal the minutes of the nonpublic session as it could adversely affect the reputation of any person other than a member of the board. The motion was seconded by Linda Wilberton.

Roll call vote to seal minutes:

Doug Smith	Y	Steve Farley	Y	Linda Wilberton	Y
Sandy Whittier	y	Nancy Bell	Y		

The motion passed.

Approval of the Minutes of December 2, 2024

Correction to the spelling of Board of Trustee Vacancy under new meetings and the title of Vice Chair for Linda wilberton were noted. Doug Smith made a motion to accept the minutes as corrected. The motion was seconded by Steve Farley. All voted in favor.

Approval of the Minutes of November 4, 2024

It was noted that on the last page Sharon Marigliano's had been misspelled under seconded the motion to adjourn. Also, that Linda Wilberton should be listed as Vice Chair in Line 4. Linda

Wilberton made a motion to approve the minutes as corrected. Sandy Whittier seconded the motion. All voted in favor.

Treasurer's Report

The Board is currently awaiting the appointment of a replacement for Brodie Deshaies who has resigned. Alison reported that a treasurer will be appointed to the on Wednesday, December 11 by the Board of Selectmen. Alison presented the Board with updates for the Budget vs. Actuals report and the Statement of Assets and Liabilities. A discussion of the discrepancies shown on statements regarding town appropriations and furniture was explained.

Librarian's Report

Overdrive Audiobooks are up 11% over November 2023

Overdrive eBooks are up 11%

Hoopla has risen 15%

Patron assistance is up 38%

Replacement Cards: New up 57%

Renewed up 102%

Meeting Room Usage up 17%.

The 2025 budget was presented to the Town Budget Committee on Thursday, November 21. The request for the full-time Circulation Manager position was passed. Alison and Joyce will be completing a comprehensive job description so that the posting of the position can move forward.

The new Library cleaning service was also discussed and approved. A cut was made in Line 435 under Building Maintenance. The decision was made to eliminate \$5000 for the carpet cleaning service as a general cleaning service has been approved.

The test start-up of the generator was successfully completed on November 20, 2024. We are currently online, and an annual maintenance contract was sent by Kraft Electric and is currently under review.

A mobility scooter has been purchased and will be rolled out in January 2025. We have been in touch with Primex regarding the need to add the scooter to the town insurance. The Town only needs to schedule mobile equipment with a purchase price of over \$20,000. However, before allowing the public to use the scooter, we will need to first address internal policies and procedures. We will then place an article in the newspaper and on social media again explaining the purchase was made through a grant and the general usage policy.

Alternate Trustee: Doug has sent a letter to the Selectmen requesting that Sharon Marigliano be appointed to take the open seat on the WPL Board of Trustees until the March 2025 election. As soon as the appointment takes place for Sharon and she is sworn in, we will post the opening for an Alternate Trustee for a term to expire on July 31, 2025.

Old Business - none

New Business

Personnel – New Hires

Steve Farley made a motion to make an offer to the candidate selected for the position of Youth Services Librarian to start on January 6. Doug Smith seconded the motion. All voted in favor.

Human Resources Committee Update

Diane Bolduc presented the update. The committee's focus is to have in place a salary adjustment plan starting with Full Time Positions and continuing with part time positions. The committee is also working on the Personnel Policy Manual. Alison is reviewing the manual with our attorney. She will also speak with Michelle Chamberlain regarding statutory updates so that we will be in agreement with the town. This will probably occur in January.

Policy Committee Update

We will be checking with Michelle Chamberlain regarding policy overlaps to make sure we are in agreement with the town.

Trustee Meeting Dates

Planned meeting dates for 2025 were presented for the Trustees for review. Linda Wilberton made a motion to accept the dates presented. The motion was seconded by Doug Smith. All voted in favor.

Holiday Closure Schedule

The Holiday Closure Schedule for 2025 was presented to the Trustees for review. Doug Smith made a motion to accept the Holiday Closure Schedule as presented. The motion was seconded by Steve Farley. All voted in favor.

Other New Business - None

Grants and Donations

Steve Farley made a motion to accept \$185.64 in grants and donations. Doug Smith seconded the motion. All voted in favor.

Public Input – not needed

Upcoming Meeting/Events

WPL Finance Committee Meeting – Thursday, January 9, 2025, at 3:00 p.m.

Board of Trustees Meeting – January 13, 2025, at 3:30 p.m.

Steve Farley made a motion to adjourn the meeting. 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