

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

January 8, 2024

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice Chair) 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.

Approval of the Minutes of December 11, 2023

Changes made include:

Page 2 – Under Librarian’s Report – Paragraph 2 should read Alison and Nancy Hirshberg

Page 3 – Paragraph 2, sentence 2 should read Alison suggested that a discussion be held with Brian Kucher to discuss in more detail the problems with drainage.

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

Diane Bolduc was appointed as a voting alternate for this meeting.

Treasurer’s Report

Brodie was not present, so Alison presented the report which a NH Trust update. Alison also stated that Statement of Assets & Liabilities and Budgets vs. Actuals provided in the Trustee packets are on target.

Brodie Deshaies (Treasurer), arrived at 3:40 p.m.

Brodie spoke of the need to establish a miscellaneous revenue account in which to keep fine monies, grants and other items to help with tracking of the funds in separate bank accounts. A Finance Committee meeting will be held on Thursday with a zoom presentation by Paul Provost from NH Trust.

Librarian’s Report

Alison Rutley presented the Librarian’s report.

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

Hoopla up 6%

Overdrive Audiobooks up 17%

Overdrive eBooks up 18%

Overdrive Magazines up 400%

Daily patron count up 25%

Circulation up 3%

Program Attendance for Adults up 135% - Increased technology programming is planned.

Program Attendance for Children up 19%

Budget 2024

Budget Committee items were reported. Operating budget funding has been received. Alison will work with the Town Manager to hold informal sessions to provide a better understanding of the library budget.

Drainage

We are in the process of setting up a meeting with representatives from the town and library to address the parking lot drainage issue.

Facilities

The hot water heater needed to be replaced. It was not under warranty. Also, issues involving the sliding electronic doors had to be addressed. We are still awaiting diagnostic software for the HVAC condenser issue.

Strategic Plan

Alison has begun to draft the 2024 goals for the Wolfeboro Public Library. The staff is in the beginning stages of drafting a multi-year Strategic Plan. The initial meeting is set for Wednesday, January 31. This will enable the library to make public our goals and objectives for the upcoming years.

Old Business**Warrant Articles**

The library warrant articles for Solar and Landscaping were removed from the town warrant.

The generator has been paid for but has not yet arrived. Reimbursement of trust funds used for the purchase of the generator through grants is still under discussion.

Other Old Business

Brodie Deshaies requested additional changes to the minutes of December 11 including:

Correct spelling of Nancy Hirshberg's name.

Correction to the minutes of December 21:

Under Landscaping and Solar project warrant articles. Should read: Warrant articles aren't required for the Library Board of Trustees to accept unanticipated revenues, like donations or grants. Public hearings can be required. Brodies Deshaies made a motion to remove the warrant articles for both the landscaping and solar projects from the town's warrant. The motion was seconded by Doug Smith. All voted in favor.

Brodie Deshaies made a motion to accept the changes to the minutes as presented. The motion was seconded by Doug Smith. All voted in favor.

New Business

2024 Operating Budget

Linda Murray provided information on the struggle required by the selectmen and the budget committee to come up with cuts to the Operating Budget. They are hopeful to come in on target.

Library Drainage Discussion – Facilities Subcommittee

A proposed cost of the project and a design was presented by Horsley Witten for the Trustees to review. The town will be approached to see if there will be a possibility of their assistance in completing some of the work. It appears to be beneficial to bring back the Facilities Subcommittee to discuss the issue. Suggestions were made as to who could be asked to join the facility committee with knowledge of the technical building. This person would function as an advisor and would be a nonvoting member of the committee. The drainage issue should be settled before moving ahead to the next phase of the project.

Library Trust Funds

Information was presented on the direction to take in moving forward to address the Asset Line 1205 Library Trust Funds in the Statement of Assets and Liabilities. Certain funds require that monies be withdrawn yearly while others allow funds to accumulate. A discussion will be held by the Finance Committee at their next meeting. The Endowment fund requires a 5% draw every year.

New Hampshire Legislative Update

Alison found that there was nothing new to report. Alison has been in contact with the NHLA Legislative Chair who provided a synopsis on upcoming Library Related legislation. Questions were raised by the trustees about information on HB1342. Alison will investigate and deliver her findings to the trustees.

Other New Business

Nancy asked a question about a letter forwarded from the town regarding the Spending Freeze/Encumbrance List. This letter was informational only.

Grants and Donations

Grants:

Donations: \$322.81

Linda Wilberton made a motion to accept the amount of \$322.81 from grants and donations. The motion was seconded by Brodie Deshaies. All voted in favor.

Public Input

Josephine Amatucci presented information about a 50/50 raffle proposal.

Upcoming Meeting/Events

Finance Committee Meeting – Thursday, January 11 at 4:00 p.m.

Regular Trustees Meeting – Monday, February, February 12 at 3:30 p.m.

Steve Farley 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