

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

July 8, 2024

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 - Not needed

Doug amended the agenda to include the Annual Review of the Library Director in place of the Non-Public session.

Copies of the evaluation were reviewed by the trustees. Alison presented her self-evaluation to the Board of Trustees. The board was pleased with the self-assessment. Goals were discussed and will be guided by the strategic plan. Alison hopes to be able to present the Board of Trustees with a strategic plan in August. The past year is being used as a steppingstone to identify these goals. The receipt of a scholarship for Alison to attend the September conference of the Association for Rural and Small Libraries (ARSL) was commended with a note to present this information to the budget committee.

Approval of the Minutes of June 10, 2024

Sandy Whittier presented a correction to page four under new business, paragraph two, the capitalization of the first name of John Sandeen.

Brodie Deshaies made a motion to accept the minutes of the June 10 meeting as corrected. The motion was seconded by Doug Smith. All voted in favor.

Treasurer's Report

Brodie presented the Budget vs. Actuals report. He spoke to the Administrative fixed Cost and Equipment line items. As of July, we are at a 55% rate, which is deemed appropriate. A question was raised about adding projected revenues. An explanation was presented. The increase in the downloadable services is positive expenditure because it reflects increased usage.

The presentation of the Assets and Liabilities statement included a notation of a 2.9% drop in the Stedman fund due to expenditures. However, investments are doing well overall. The trustees discussed a potential for a Capital Reserve Account to be established for the library to help with necessary funding needed to maintain the building. We are ten years into the estimated 40-year life of the building, and it is important to consider maintenance. The Budget committee will need to be aware of the potential for loss of investment income in the future.

Librarian's Report

Alison Rutley presented the Librarian's report.

Paid registration cards – up 52% over 2023

Public Computer Usage – up 28% over 2023

Overdrive up 29% over 2023.

Horsley Witten

The Landscape Committee is working with Brian Kuchar from Horsley Witten to finalize options for the front landscaping project. Steve Randall at Department of Public Works has stepped in clean up the front entrance to the library. It looks good for the summer.

Alison has met with Jim Pineo and Horsley Witten regarding the engineering of the drainage plan for the parking lot island. The parties participating have been amended to contract the Town of Wolfeboro Board of Selectmen and not the Wolfeboro Public Library Board of Trustees.

Strategic Plan

The staff will continue working on the three-year Strategic plan during a workshop that is scheduled for Wednesday, July 10. The library will remain open, and substitutes will be at the Circulations Desk to cover for the staff attending the workshop.

Old Business

Trustees of the Trust Fund Distribution

Alison met with members of the Town Trustees of Trust Funds to review income received by the library from three private trusts: Edward F Cate General Fund for General Purposes – 20% to the library at the end of the fiscal year; Greenleaf Clark Fund, and Eliza W. Hansen Fund. Doug Smith made a motion to accept the annual income in the amount of \$1,837.49 from the three private trusts. Linda Wilberton seconded the motion, and all voted in favor.

New Business

Alternate Trustees – July Appointments

Doug reported that three requests from our current alternates (Diane Bolduc, Sharon Marigliano, and Sandra Whittier) had been received for appointments to continue their service. Brodie Deshaies made a motion to present the names of these three applicants to the Board of

Selectmen for appointment to the Library Board of Trustees as Alternates. Linda Wilberton seconded the motion. All voted in favor.

Facilities Committee Report

Alison Rutley presented this report. The committee has been in communication with Wicked Cool regarding the five leaking flanges. They are planning to come out to check on them on July 15.

Horsley Witten – Landscape/Drainage Projects

This project is currently in discussion with the town. Nominal work has been done by Brian Kuchar. This is a long process. All items will be addressed separately. A decision needs to be made on whether to request a grant from the Foundation to fund the amount due.

Brodie Deshaies made a motion to ask the Foundation to cover the bills presented by Horsley/Witten. No second was received. Doug Smith made a motion to ask the Foundation to cover half of the bill. This motion was seconded by Brodie Deshaies. However, after discussion it was decided to withdraw the second motion. Doug seconded the first motion for the amount of \$4996.25. The vote was 4 in favor and 1 opposed. The motion passed. It was determined that John Sandeen will be asked to attend the August Board of Trustees meeting for a financial update.

New Hampshire Legislative Update

The Legislature is currently in recess. There is nothing new to report.

Other New Business

Nancy Hirschberg – Solar Energy IRA loan

Alison presented the Trustees with an assessment provided during a meeting with the town regarding funding for the Solar Energy project. The Amount of \$55,448 could be made available for the Library in the form of a Solar Energy IRA loan. It is feasible that this would eventually be reimbursed by the Federal Government. The trustees asked for a presentation from Nancy Hirschberg for more information.

Sandy Whittier left the meeting at 5:25 p.m.

Lee Gilman – Invasive Species removal

This is a continuation of the process that had previously been set up by the library. Due to the development of the Memorandum of Understanding with the Town of Wolfeboro, this item will

now be presented to them in conjunction with the Conservation Commission. The amount in consideration is \$2480.

Grants and Donations

Brodie Deshaies made a motion to accept \$3804.53 in grants and donations. Doug Smith seconded the motion. All voted in favor.

Upcoming Meeting/Events

Human Resources Committee Meeting – Monday, July 15 at 4:00 p.m.

Policy and Procedures Committee Meeting – Thursday, July 25 at 3:00 p.m.

Finance Committee Meeting – TBD at 4:00 p.m.

Landscaping Committing Meeting – TBD at 11:00 a.m.

Board of Trustees Meeting – Monday, August 12 at 3:30 p.m.

Public Input – not needed

Linda Wilberton made a motion to adjourn the meeting at 5:37 p.m. The motion was seconded by Steve Farley. 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