

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

June 10, 2024

Present - Trustees: Doug Smith (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. Absent: Linda Wilberton (Vice Chair). The meeting was called to order by Doug Smith at 3:36 p.m.

Doug asked Sharon Marigliano to be a voting member today.

Non-Public Session

A motion was made to enter Nonpublic Session by Brodie Deshaies. Doug Smith seconded the motion.

Specific Statutory Reason cited as RSA 91-A:3, II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

Roll call vote to enter nonpublic session:

Doug Smith	Y
Sharon Marigliano	Y
Brodie Deshaies	Y
Steve Farley	Y
Nancy Bell	Y

Entered nonpublic session at 3:40 p.m.

Public session reconvened at 3:56 p.m.

Doug Smith made a motion to seal the minutes because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Brodie Deshaies seconded the motion.

Roll call vote to seal the minutes:

Doug Smith	Yes
Sharon Marigliano	Yes
Brodie Deshaies	Yes
Steve Farley	Yes
Nancy Bell	Yes

The motion passed.

Approval of the Minutes of May 13, 2024

The following corrections were noted: on Page 2, paragraph one under the Librarian's Report remove one of the two periods in the sentence ending general budget requested; Page 3, Horsley Witten: insert the letter "v" into the word Improvements, and Brodie asked for a correction to paragraph 5 to read:

Brodie suggested that we document monies donated to the Wolfeboro Public Library by the Friends of the Wolfeboro Public Library, the Wolfeboro Public Library Foundation and the Wolfeboro Public Library Private Trust Funds to be available to present to the budget committee.

Brodie Deshaies made a motion to accept the minutes of the May 13 meeting as edited. seconded by Sharon Marigliano. All voted in favor.

Treasurer's Report

Brodie Deshaies presented the treasurer's report. Brodie reviewed the Budget vs. Actuals report. Discussion was held regarding the fact that we actually have more revenue due to the default budget than we are currently showing on the report. We are holding back the additional funds in the hope that we will be able to return them to the town as unused funds at the end of the year. The equipment line item is above budget due to receipt of a donation. Forty-five percent of the budget has been encumbered.

A review of the Assets and Liabilities report indicates that investments are doing well. Town distribution recovered from Private Trusts will be voted on.

Librarian's Report

Alison Rutley presented the Librarian's report.

Items borrowed from other libraries has increased 19% from 2023

Items loaned to other libraries have increased 20% from 2023.

Horsley Witten

The Landscaping Committee has been working with Brian Kuchar at Horsley Witten to finalize options for the front landscaping project. Due to the high estimate of the original proposal, the Foundation has requested options to decrease the cost. Brian will be coordinating with John Sandeen shortly with options for the Committee's review. Alison and Jim Pineo will also meet with Horsley Witten regarding engineering of the drainage plan for the parking lot island. A discussion will be held regarding an amendment of the parties listed on the contract to the Town of Wolfeboro Board of Selectman instead of the Wolfeboro Public Library Board of Trustees.

Daiken HVAC System

Discussion will continue with Wicked Cool regarding the additional repairs needed for our Daiken HVAC System. There are five leaking refrigerant flanges. The cost has been estimated at between \$10,000 to \$12,000 for repairs. Alison has requested a conference call with Daiken and the Facilities Committee to review the plan of action for these repairs on June 20th.

Generator

We have been informed that delivery of the generator will be made soon. There have been concerns raised about moving the generator multiple times due to its size and weight. Barry Muccio and Alison have agreed that storing the generator in the back left of the library parking lot on the grass would protect it from damage. The generator will be wrapped and placed on a platform for safe keeping until installation can take place.

Alternate Trustees

The Trustees will be voting on the three Alternate Trustees positions on July 8. The names will then be forwarded to the Selectman for a one-year appointment. Current alternates have all submitted their letters of interest to Doug Smith.

Strategic Plan

The staff will continue working on the three-year Strategic Plan during a workshop to be scheduled for later this month or the beginning of next. The library will remain open during this meeting as substitutes are available to cover the Circulation Desk.

NHLTA Conference

Alison attended the conference with several members of the Board of Trustees in Concord on June 5. The workshops presented were very informative. Handouts are available from the workshops.

Several staff members attended the Friends of the Library Book and Author Luncheon at Bald Peak on July 7. Lisa Gardner and Stephen Puleo were the guest speakers. The event was well attended. The venue was much appreciated

Old Business (none)

New Business

Alternate Trustees – July Appointments

As reported about alternates have filed their letters of interest with Doug Smith. Other letters of interest need to be received by June 30.

Public Notice

Doug Smith opened the public hearing for the purpose of accepting a grant from the American Library Association for the *Libraries Transforming Communities* 2024 initiative in the amount of \$10,000. No additional public were present for the public hearing. The public hearing was closed. Brodie Deshaies made a motion to accept the grant, Steven Farley seconded the motion. All voted in favor.

New Hampshire Legislative Update

No major changes to report on. Alison is tracking NH Statutes.

Other New Business

Two persons were presented as nominees for part time employment positions: Ann Pratt – Substitute Library Assistant and London Summers – Seasonal Circulation Assistant. Brodie Deshaies made a motion to accept the Library Director's nominations as presented. Steve Farley seconded the motion, and all voted in favor.

Brodie Deshaies made a motion to reconsider a motion made on May 13 to ask John Sandeen to attend a future Board of Trustees meeting. The motion to reconsider was seconded by Doug Smith and all voted in favor.

Brodie Deshaies made a motion to amend the previously reconsidered motion to remove the phrasing "at the next meeting" from the motion. Steve Farley seconded the motion. All voted in favor.

Grants and Donations

Brodie Deshaies made a motion to accept \$589.85 in grants and donations. Doug Smith seconded the motion. All voted in favor.

Upcoming Meeting/Events

Facilities Committee – June 20 at 1:00 p.m.

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

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.

Brodie Deshaies made a motion to adjourn the meeting at 4:42 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