

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

Monday, May 12, 2025

Present - Trustees: Doug Smith (Chair), Linda Wilberton Vice Chair), Sharon Marigliano, (Treasurer) Nancy Bell (Secretary), Steve Farley, Alternate Trustees: 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 3:32 p.m.

Non-Public Session – not necessary

Approval of the Minutes of April 14, 2025

Corrections made on page 1 under Present opening bracket “(Vice Chair) “was omitted; Page 2 Goose Corner misspelled in the Title and first sentence in Librarian’s report; Page 3 Line 2, Alison will work “with” the Town and under Grants and Donations, spelling of Sharon Marigliano’s name incorrect. The motion was made to accept the Minutes as corrected by Sharon Marigliano and seconded by Doug Smith. All voted in favor.

Treasurer’s Report

Sharon reported that she and Alison had met with Paul Provost NH Trust to review current library accounts. The meeting was informative and a good learning experience. There is a need to review the investment policy. The last review took place in November of 2023. A review of the Assets and Liability report indicates that there has been a small loss, but not more than expected due to the current economic conditions. The Budget vs. Actuals report shows we are on track for spending for the year.

Librarian’s Report

Hoopla is up 35% over 2024.

Adult Programs – attendance is up 35%

Children Programs – attendance up 65%

Overdrive Magazines are up 148%

Overdrive eBooks up 13%

Public Computer Usage – up 32%

Patron Count – up 8%

Solar Updates

Mains Electric has been working to complete the solar panel installation as weather permits. The work began on April 29. It looks like they will need to extend the original anticipated completion date of two weeks for another week due to rain. It has been opted to install the inverters on the outside of the building due to the ongoing basement water issues. DPW has bypassed the pipe leak that occurred on the Municipal Public Building side of the library, but there are still issues with the generator and water seepage. Mains Electric will install a shield to cover the inverter. In

order to receive our \$46,800 federal solar grant, the USDA will be coming to inspect the installation on Tuesday, May 13 at 10:00 a.m.

Basement Update

To protect the basement from any further water damage, we have asked Knight Security to provide us with a quote to install an alarm on the basement pumps. The alarm would be tied into our security system so we would be immediately alerted at the start of any major water event.

Goose Corner

Goose Corner will be conducting a site inspection for the landscaping project on May 14 at 4 pm. This inspection was specified in our contract and was to take place before April 30 but was mutually delayed due to weather issues and the solar installation. A few members of the Landscaping Committee will be in attendance for the inspection. At the start of the landscaping project, the Foundation will install two signs indicating that the work is generously donated by the Wolfeboro Library Foundation to publicize that the funds for this project are not generated from taxpayer dollars.

Alison also would like to acknowledge that a grant from the Gorrell Family Foundation was forwarded to the Friends of the Wolfeboro Public Library for landscaping for the island in the parking lot. This \$7,000 grant was obtained by Sabet Stroman. She has contacted Goose Corner to coordinate plantings and mulch. We are thankful for the generosity of the Gorrell Family Foundation.

Information was presented to the Trustless about the increase in Youth Service Programs which includes an increased affiliation with the Kingwood Youth Center. The programs will encourage increased attendance for all age groups.

Old Business

Library Closing: The library will be closed from 9:30 a.m. to 1:00 p.m. on June 17 to allow staff the opportunity for In-Service Atrium Training. This is a software update which will be used by the entire staff.

Questions were asked about members of the Friends and Library Foundation. A members list will be supplied to the Board of Trustees.

The board also reviewed the status of the renewable Energy Certificates and the Mission State for the Library.

New Business

Attorney Departure - Mitchell Municipal Group/Bernstein Shur

A discussion was held about the departure of our attorney from Mitchell Municipal Group. There has been a substantial increase in the hour rate charged. Laura Spector-Morgan has been recommended as a replacement by Mitchel Municipal Group. Steve Farley made a motion to stay with Laura Spector-Morgan per the recommendation of Mitchell Municipal Group. Sharon Marigliano seconded the motion and all voted in favor.

Default Budget 2025 – Town Department Overview

Linda Murray presented the changes necessitated by the failure of the General Fund not passing and the default budget deficits.

Default Budget 2025 - Library

Alison presented the changes needed in the library budget as required by the town. The amount of \$39,141 will need to be returned to the town. This is money that was paid to library prior to the March vote. Alison would like to return this money now. Doug Smith made a motion to approve payment of \$39, 141 to the town. Steve Farley seconded the motion. All voted in favor.

Alison will check with the town as to the status of a potential hiring issue and we will defer the proposed motion until after receipt of that information. Alison will report back to the Board.

Human Resource Committee Update

Diane Bolduc presented the update. Alison has been working with the town human resources personnel to compare The Wolfeboro Public Library manual with the town personnel policy to make sure we merge the policies. The next committee meeting will be on June 23.

Policies & Procedures Committee Update

Policy reviews were presented for the Use of Artificial Intelligence Technologies, Public Internet and Computer Access, and the Bulletin Board Policy. Nancy Bell made a motion to accept all the policies as presented. Steve Farley seconded the motion. All voted in favor.

Grants and Donations

Linda Wilberton made a motion to accept \$11,576.09 in Grants and Donations. Sharon Marigliano seconded the motion. All voted in favor.

Public Input – not needed

Upcoming Meeting/Events

Board of Trustees Meeting – Monday, June 9 at 3:30 p.m.

Finance Committee – June TBD

Human Resources Committee – Monday, June 23 at 3:30 p.m.

Policy and Procedures Committee - Tuesday, July 15 at 11:00 a.m.

Linda Wilberton made a motion to adjourn the meeting. The motion was seconded by Steve Farley. All voted in favor and the meeting adjourned at 5:03 p.m.

Respectfully submitted,
Nancy Bell, Trustee Secretary

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