

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

May 13, 2024

Present - Trustees: Doug Smith (Chair), Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustees: Sandra Whittier, Diane Bolduc, Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray. Absent: Linda Wilberton (Vice Chair) and Sharon Marigliano (Alternate). The meeting was called to order by Doug Smith at 3:36 p.m.

Doug asked Sandra Whittier to be a voting member today.

Non-Public Session

A motion was made to enter Nonpublic Session by Doug Smith. Brodie Deshaies 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
Sandy Whittier	Y
Brodie Deshaies	Y
Steve Farley	Y
Nancy Bell	Y

Entered nonpublic session at 3:40 p.m.

Linda Wilberton arrived at 3:58 p.m.

Public session reconvened at 4:00 p.m.

Doug Smith made a motion to seal the minutes. Brodie Deshaies seconded the motion.

Roll call vote to seal the minutes:

Doug Smith	Yes
Linda Wilberton	Yes
Brodie Deshaies	Yes
Steve Farley	Yes
Nancy Bell	Yes

The motion passed.

Approval of the Minutes of March 11, 2024, and April 22, 2024

Brodie noted a correction to the spelling of Doug Smith's name needed on page 3, line 4 under Annual Reports. Doug Smith made a motion to accept the minutes of March 11 as corrected. The motion was seconded by Steve Farley. All voted in favor.

Brodie noted that he had abstained from the vote for Treasurer during the April 22 meeting as he is the Treasurer. Doug Smith made a motion to accept the minutes of the April 22 meeting as corrected, seconded by Linda Wilberton. All voted in favor.

It was noted that the NonPublic minutes for February 12, March 11, and April 22 will need to be approved at the next NonPublic session meeting. Nonpublic minutes will now be emailed to Alison Rutley.

Treasurer's Report

Brodie Deshaies presented the treasurer's report. Brodie has reviewed the changes necessitated by the implementation of a default budget required by the failure of the passage of the general budget requested. Also discussed was the amount required for withdrawal from trust funds. He stated that the Wolfeboro Public Library is in good shape.

Librarian's Report

Alison Rutley presented the Librarian's report.

Statistics reported for the month of April 2023 vs. April 2024:

Hoopla up 18%

Overdrive Audiobooks up 42%

Overdrive eBooks up 11%

Daily patron count up 12%

Program attendance for adults up 23%

Number of Adult Programs up 38%

Public Computer (1/2-hour sessions) up 35%

Meeting Room Usage up 34%

Alison has had a meeting with the Wolfeboro Finance Director regarding the changes in monies due to the library as a result of the defeat of the general budget requested. . These monies are higher than requested. The library will hold this excess amount as a cushion for the future.

Alison presented a report on the issue currently being experienced by the library with regards to the Daiken HVAC System. Diagnostics have been run by Wicked Cool to fix our thermostats to enable the adjustments required to make changes to the temperature inside the building. During the diagnostic process, they have located 5 flange leaks within our two units. A plan of action is being made to logically make the repairs while keeping the system running. It is hoped that the coolant will only need to be removed once from each condenser. When the plan has been developed, the Facilities Committee will review the recommended proposal.

Horsley Witten – Stormwater Improvements Contract – Allison has been working with Brian Kucher to finalize cost estimates for the front Landscaping project. Also included is a draft drainage plan for the parking to include the participation of the Department of Public Works.

Beautification Plan – Alison has requested monies from the Friends of the Wolfeboro Library for a library beautification fund. She has contacted Bob Gagne at the Lakes Region Technology Center and they have discussed the participation of the Agricultural Science students to redesign our outside raised planters and side entry way for this summer and fall. We hope to get this project underway before the end of May.

Trustees of the Trust Funds – Alison will be attending the Trustees of the Trust Funds meeting this week to introduce herself to the Trustees and to collect monies. She did not have an amount to present at the meeting but will forward this to the Trustees.

NHLTA Conference – Registration for the NHLTA Conference on Wednesday, June 5 will close on Friday, May 17. A new portal has been presented for registration and it is confusing to access and register. Alison will be available to provide assistance if needed.

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

New Business

Horsely-Witten – Stormwater Improvements Contract

Presently looking for a permanent fix to the drainage improvements needed in the parking lot to treat the runoff to control the flow of stormwater to the bioretention area. A discussion was held about the presentation of the contract from Horsley Witten. Also discussed was turning the Parking Lot Stormwater Improvements over to the town as stipulated in the Memorandum of Understanding with the town.

Doug Smith made a motion that Alison Rutley meet with the Town Manager (Jim Pineo) to discuss how to move forward with the parking lot drainage issues. The motion was seconded by Steve Farley. All voted in favor.

Front Landscaping Project – Cost Estimates

Discussion was held on the Landscape project presentation for the front of the library. The cost of the program has increased dramatically. Alison Rutley and Cindy Scott will be meeting with the Library Foundation on May 21 to discuss the project. Brodie Deshaies made a motion to ask John Sandeen to meet with the Trustees at the next Trustees meeting to discuss the Landscape project. The motion was seconded by Steve Farley. All voted in favor.

Personnel – New Hires

Alison Rutley presented the names of two new hires requested for the library.

Brodie Deshaies made a motion to hire Lynn Forest as Youth Service/Circulation Assistant pending completion of a background check. The motion was seconded by Steve Farley. All voted in favor.

Brodie Deshaies made a motion to hire Eileen Bolander as a sub pending completion of the background check. The motion was seconded by Steve Farley. All voted in favor.

New Hampshire Legislative Update

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

Grants and Donations

Brodie Deshaies made a motion to accept \$329.93 in donations. Doug Smith seconded the motion. All voted in favor.

Upcoming Meeting/Events

Human Resources Committee Meeting – Tuesday, May 21 at 3:30 p.m.

2024 NHLTA Conference in Concord, NH – June 5, 2024, at 7:45 a.m.

Friends of the Wolfeboro Public Library Book and Author Luncheon, Bald Peak Colony Club – Friday, June 7, 2024, at 11:30 a.m.

Regular Trustees Meeting – Monday, June 10 at 3:30 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 5:35 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