

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

## **Bradley Room**

**December 12, 2022**

Present - Trustees: Linda Wilberton, Doug Smith, Stephen Farley, Nancy Bell, Alternate Trustees: Diane Bolduc, Sharon Marigliano, Sandra Whittier, Co-Acting Director: Joyce Davis, Representative to the Board of Selectman: Linda Murray, Consultant: Cynthia Scott. Members of the public present included Brodie Deshaies and Gogi Millner. The meeting was called to order by Linda Wilberton at 3:34 p.m. Sharon Marigliano was appointed as a voting member for the meeting.

### **Approval of Minutes**

Corrections to the minutes of November 14 included a typo in the word possibility on Page 3 under Landscaping and another typo on Page 2 Friends of the Library should state the grant for the Festival of Trees. Linda Wilberton made a motion to approve the minutes as corrected. Motion seconded by Doug Smith. All voted in favor.

Linda Wilberton made a motion to approve the minutes of the November 17 meeting. Sharon Marigliano seconded the motion. All voted in favor.

### **Treasurer's Report**

Cindy Scott presented the treasurer's report. The process to update the accounts at M & T Bank and Citizen's bank is underway. Review of Budgets vs. Actuals and Assets and Liabilities for 2022 was presented. There have been shifts in expenditures due to increase in digital popularity. Steve Farley asked questions on specific issues which Cindy explained.

### **Librarian's Report**

Joyce Davis presented the Librarian Report: Meeting Room usage is up 19% over November 2021. Circulation of library materials increased 8% over last November. There were 12 adult programs with 97 participants and 10 children's programs with 199 attendees. Adult programs included two book discussions, holiday card workshop, 2-part computer workshop on Home computer, Tech Tuesdays, 2 movies, and Second Monday Coffee and Donuts. Children's programs included weekly story times for toddlers and preschoolers, monthly art class, teen board game afternoon, and an elementary age story time and craft.

The Wolfeboro Garden Club donated two evergreen wreaths to the Library and the Lions Club gave three poinsettias. Two book displays from the Children's room were repurposed to display new large print books in the adult section. The Friends had raffle baskets on display during the month with a drawing held on December 3. Staff finished training on the AED (automated external defibrillator) installed in the library.

We will continue to work with the Carroll County Ed for future programs and Mike Babylon will be holding an E book workshop that should be popular.

**Public Input**

Brodie Deshaies supports the acceptance of donations from groups using the meeting rooms at the library, perhaps for cleaning use.

**Old Business****Committee Reports – Library Director Search Committee**

Steve Farley reports that the Search Committee is making progress and is current with the timeline established and updated by John Sandeen. More will be discussed later in the meeting.

**Budget Revision Discussion**

Following the meeting with the Budget Committee, discussion was held regarding the line items for Building Maintenance and Outside Services. A motion was made by Doug Smith to reduce the amount of the ground maintenance to \$100 from \$4000. Steve Farley seconded the motion, and all voted in favor. It was determined that lowering the amount of Outside Services would not be feasible at this time as there is a need to hire an accountant which will be discussed next.

**NH Trust**

Cindy Scott, Lori Pankowski, Linda Wilberton and Nancy Bell met with a representative with NH Trust for information on accounts currently in place at NH Trust. The transition process has been difficult as the amounts in the accounts are different from the amounts that were transferred from the Fidelity accounts. In the cash-to-cash accounts this is not an issue. The problem involves the accounts where securities and stocks are involved and the variance on these accounts. The values change on a day-to-day basis. The difficulty involves trying to balance these accounts and enter the correct amounts into the QuickBooks program.

It was suggested that we work with the town to obtain a recommendation for a possible accountant thru the auditors. This is something that should be handled expeditiously. Updates should also be made to the finance committee to look into the finance charges currently being assessed by NH Trust. It was agreed that the NH Trust accounts should be looked at after all the accounts are straightened out.

Doug made a motion to leave the Schroth Fund at M & T Bank for now and close the account at NH Trust that currently has a zero balance. Steve Farley seconded the motion. All voted in favor.

Discussion concerning the IT coordinator opening will be referred to Human Resources, to include other library needs including wages and job descriptions.

**Trustee Terms**

It was noted that three positions will expire in March 2023. One of these positions is currently vacant. The filing period is January 25 to February 3, 2023. The current trustees will notify the board of their intent to run at the next board meeting on January 9.

**Moose Grant Update**

This grant of \$7100 was received for the restoration of an antique map. 90% of the funding was received at the end of January. Doug transported the map to the NH Document and Conservation Center with a contract and check. Due to a series of issues which caused a delay, the completion of the project received an extension authorization until the end of January by which time everything should be finished. The restored map will need a larger vehicle for its return to the library where it will be hung outside the genealogy room.

**Other Old Business - none****New Business****2023 Trustee Meeting Date**

Dates were presented to the Board for generally the second Monday of each month at 3:30 p.m. Meetings are open to the public.

Linda Wilberton made a motion to accept the Draft of Board of Trustees Meetings for 2023. Doug Smith seconded the motion. All voted in favor.

Linda Wilberton made a motion to close the library on January 16 for Martin Luther King Day. Doug Smith seconded the motion. All voted in favor.

**Review and Approve Library Director Job Description**

Steve Farley made a motion to approve the Library Director Job Description as submitted by the Search Committee. Seconded by Sharon Marigliano. All voted in favor.

**Review and Approve Library Director Ad Copy and Timeline**

Steve Farley made a motion to accept the Library Director Ad Copy and Timeline as submitted with a starting date of December 15. Linda Wilberton seconded the motion. All voted in favor.

**Review and Approve Library Community Survey**

A motion to accept the community survey submitted by the search committee as corrected to provide community input to the library and to facilitate use for hiring of the new library director will be held until next month.

**Discuss Bank Signers**

This was an update to the Board for those trustees currently authorized to sign on accounts.

**Discuss Hiring an Accountant for NH Trust Accounts**

This was previously discussed above under Old Business – NH Trust.

**Youth Services Assistant/Library Assistant Position**

A vacancy in the Youth Services position was brought before the board. Linda Wilberton made a motion to advertise to fill this vacancy and to continue with a 25-hour position for the Youth

Services Assistant and 15 hours for the Library Assistant Position. This motion was seconded by Doug Smith. All voted in favor.

### **Outside Services Contracts**

Cindy Scott has no contract and works as required.

Mike Babylon has a contract which expires at the end of December.

Doug made a motion to continue the agreement with Mike Babylon to start at the beginning of the year for a period of three months. Steve Farley seconded the motion. All voted in favor.

### **Other New Business**

The Town Finance Director asked for a memo from the Board asking for disbursements of 2023 funds. This will be provided.

The Town's Energy Committee is researching current pricing for the installation of solar panels on several Town buildings. The Library would be one of the buildings. There is a very favorable climate for solar now as there are numerous grants being offered. They will keep us informed of their findings. The Library's solar project is currently slated for 2024 in the Capital Improvement Program.

### **Grants & Donations**

Governor Wentworth Arts Council	\$100.00
Miscellaneous	\$101.58

Linda Wilberton made a motion to accept the donations and grants in the amount of \$201.58. Sharon Marigliano seconded. All voted in favor and the motion passed.

**Non-Public Session** – not needed

### **Upcoming Meetings**

Library Director Search Committee Meeting, - December 13, 2022, at 3:00 p.m.

Regular Trustees Meeting – January 9, 2023, at 3:30 p.m.

Budget Committee's 2023 Budget Review – December 20, 2022, at 6:00 p.m. at the Library. This may be moved.

Doug Smith made a motion to adjourn the meeting at 5:35 p.m. The motion was seconded by Sharon Marigliano. 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**