

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

January 10, 2022

Present - Trustees: Nancy Bell, Sandra Hurd, Deborah Long-Smith, Doug Smith, Linda Wilberton, Alternate Trustees: Stephen Farley, Diane Bolduc (phone); Library Director: Amanda King, Asst. Library Director: Joyce Davis, Library Foundation President: John Sandeen. The meeting was called to order by Linda Wilberton at 4:06 p.m.

Minutes of the December 13 Meeting

Linda Wilberton suggested the minutes be amended to reflect that the December 29 meeting of the Landscape Committee was cancelled. A motion was made by Sandy Hurd to accept the minutes of the December 13 meeting as amended. The motion was seconded by Deborah Long-Smith. All voted in favor and the motion passed.

Treasurer's Report

Sandy Hurd has met with Peoples Bank and Citizens to become an authorized signer of these accounts. These accounts are now all set with 3 to 4 people authorized to sign on each account. A memo was sent to the town Finance Director requesting yearly disbursement of funds of 2022 non-payroll funds to the library.

A discussion was held regarding the trust funds invested in Fidelity. Nancy Bell and Steve Farley are going to go over applications to be authorized to access the Fidelity trust fund accounts.

A motion was made to accept the Treasurer's Report by Linda Wilberton. A second was received from Doug Smith. All voted in favor.

Librarian's Report

Joyce Davis presented the first portion of the Librarian's Report. AARP will be present in the Beaver Room one day a week beginning February 4 through April 14 to assist with tax preparation. Middle School artists will be displaying artwork in the children's area. The first meeting of Second Monday Coffee and Donuts was held today with 10-12 people attending. This program will be held monthly. On Tech Tuesdays Mike Babylon will be available to assist patrons with their Tech questions, helping them to download items from Hoopla and Overdrive and other areas as well.

In April & May, a photo exhibit "200 Women" will be on display. This exhibit will celebrate women who have had an impact on the world including Diane Foley, a former Wolfeboro

resident. We may need additional hanging systems to accommodate some of the larger photos. Also included in this event will be a joint book discussion with Brewster Academy. The joint book discussion will be about the book called "Happiness".

The Moose Grant for restoration of the Historic Map has been approved and the money is on its way.

Amanda King stated that she had received a warm welcome. She has spent time meeting with staff and trustees. Art appraisals of artwork in the library is going to be handled by Lori Pankowski.

The town has requested a meeting to discuss the financial accounting system. Sandy will contact other libraries for information.

Amanda hopes to open pathways for increased internal communications and technology for staff and patrons.

Old Business:

Committee Reports – Updates

Building: Our ERU unit (air handler) in the basement was shutting off at odd times of the day. Basix was able to trace the trouble and the unit operates normally now. The 2021 Sensor Calibration will be done this January after they were finally able to source the required gas. Our 2022 contract to Basix is read to sign. Good news: it costs \$500 dollars less than last year. Granite State Plumbing is finally able to come and do our "Fall" inspection. They had to wait months to get new filters. Mike will follow them around to learn more about our HVAC systems.

Sign: Lighting has been installed on the sign for the building. It has been dimmed some.

Landscaping: Invasive species work was completed in December. This work is to be paid for by the Library Foundation.

Finance: No further update

Warrant Article to be presented at the Town Meeting. Article 29 Library Landscaping
To see if the Town will vote to raise and appropriate the not to exceed amount of \$250,000 for the purposed of construction and installation of a designed landscape plan on the property surrounding the Library Building and to authorize the Wolfeboro Public Library Board of Trustees to expend this amount and to accept donations and grants and it will have no impact on the tax rates. Estimated Tax Rate Impact: 2022 \$0.00 per \$1,000 of Assessed Valuation

2021 Capital Budget – Generator. Tom Ford has notified the Library Director that the purchase has been approved. This project is being done in conjunction with the town. There will be a long wait time.

Meeting dates for 2022: Future dates beyond February are yet to be established. Nancy Bell had made a request to change the starting time of future meeting to 3:30 p.m. It was agreed that this time change would be tried out.

Other Old Business: None

New Business

John Sandeen, President of the Library Foundation presented the trustees with a proposal of themes and ideas for donations as a beautiful way to honor those who believe in the ongoing growth of the library. The theme is "The Greening of the Library" and will present naming opportunities for donations for Large and Medium Trees, Gardens and the Entryway. There will also be way to donate a portion of a granite paver engraved with your name. Each paver will be placed in walkways around the area. "Go Green" cards will be presented for donations of various plant and cash amounts.

This proposal will be a way to raise money for landscaping. Some donations have already been received.

Doug Smith made a motion to approve the naming opportunities for the Library Foundation to raise money as presented by John Sandeen for 2022. Deborah Long-Smith seconded the motion and all voted in favor.

John also stated that the bill and payment for the Invasive species is still open. It was expected that the bill would be sent in 2022. The request to the Foundation should be made when the bill comes in. There may be a small increase in the amount as additional work was completed to increase the area of coverage.

Letters received by Linda Wilberton were presented.

Allocation of Stedman Funds: A motion was made by Linda Wilberton to designate \$50,000 of the Stedman Trust Fund toward the Landscape project contingent upon notification that the Stedman fund balance is no less than \$150,000. The motion was seconded by Doug Smith. All voted in favor.

Open Library Trustee Seats

Pursuant to RSA 669:19-21; 652:20; 40:13, VII, the first day for candidates to file declarations of candidacy with the Town Clerk is January 19, 2022 through January 28, 2022 at 5:00 p.m.

(1) One (1) Library Trustee for a three (3) year term

(2) One (1) Library Trustee for a one (1) year term

Nancy Bell and Deborah Long-Smith both intend to file declarations of candidacy.

Strategic Planning

Amanda would like to set up a Strategic Plan to develop with the community. This will enable the library to get to know the community and find out what services the library could provide to the community. Goals would be set to assist the community and help to determine the types and needs of users and patrons. The Trustees agreed that this would be a good opportunity for both Amanda to become familiar with the community and to have the community get to know her. Amanda plans to use this forum with library staff as well.

A new inclement weather policy was proposed to advise staff members how closing or delays will be handled in the event of inclement weather or an emergency. Deborah Long-Smith made the motion to accept the proposed change, seconded by Doug Smith, All voted in favor.

Donations – tabled until next meeting

A discussion was held concerning Covid Protocol.

Other New Business (none)

Non-Public (none)

The meeting was adjourned at 6:25 p.m. Motion was made by Doug Smith, seconded by Linda Wilberton. All voted in favor.

Upcoming Meetings

The next Regular Trustees Meeting will be on Monday, February 14, 2022 at 3:30 p.m.

Board of Selectman meeting will be held at the Town Hall on January 12, 2022 – Bond Hearing Pop Whalen only 6:30 p.m.

Budget Committee meeting on Thursday, January 13, 2022 at the Great Hall at 6:15 p.m. (public hearing).

The next Board of Selectman's meeting will be on January 19, 2022 at 6:30 p.m. at the Great Hall

February 8, 2022 – Deliberative Session – 7:00 p.m. – Kingswood Arts Center

March 8, 2022 – Town Vote.

Friends of the Library Meeting – February 24, 2022 – Virtual

Library Foundation Meeting – January 18, 2022 – 10:00 a.m.

Respectfully submitted,
Nancy Bell
Trustee Secretary

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