

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

**Bradley Room**

**January 9, 2023**

Present - Trustees: Linda Wilberton, Doug Smith, Brodie Deshaies, Stephen Farley, Nancy Bell, Alternate Trustees: Diane Bolduc, Sharon Marigliano, Sandra Whittier, Co-Acting Director: Joyce Davis, Co-Acting Director: Jeanne Snowdon, Representative to the Board of Selectman: Linda Murray. The meeting was called to order by Linda Wilberton at 3:32 p.m.

## **Approval of Minutes**

A motion was made to approve the minutes of December 12 by Linda Wilberton. Doug Smith seconded the motion. All voted in favor.

A motion was made by Doug Smith to approve the minutes of January 3. The motion was seconded by Steve Farley. All voted in favor.

## **Treasurer's Report**

Joyce Davis presented the report which had been written by Cynthia Scott. It was noted that the current Assets and Liabilities report was not current in all areas. It was compiled before the input of an accountant to help resolve questions. We now have the tools to solve the issues previously of concern. An updated report will be available at the next trustees meeting.

New signers have been set up for all accounts.

Budget vs. Actuals does not contain final figures for 2022 as there are outstanding invoices that will be paid out of 2022 funds. The final figures will be available at the February regular trustees meeting. The Town of Wolfeboro's auditing firm provided the library with the name of an accountant to hire to assist in resolving issues with library trust funds transferred from Fidelity to NH Trust. His assistance was extremely helpful in identifying the reasons for the issues and how to resolve them.

## **Librarian's Report**

Jeanne Snowdon presented the Library Directors report. December was relative quiet due to weather and holiday closures. The Library was evacuated for about 20 minutes due to the presence of an unusual chemical-like odor. Fire/Rescue was called and searched the premises. Nothing was found.

Adult programming included 2 Holiday card-making events, a holiday movie, a garden interest group, Genealogy Assistance, two adult book discussions, and a VNA walk-in for seniors for assistance with Advance Directives, Durable powers of attorney, and Living wills.

Children's programming included Holiday story time for toddlers and preschoolers, an elementary grade level story time and craft, a Holiday Movie event and a big STEM-based Snow Spectacular which drew 50 attendees.

Meeting Room usage is up 61% over last year, Adult programming has risen 48%, Children's programming is up 155% and patron visits were up 18%.

A patron survey has been sent out to over 3000 patrons. Responses need to be accessed by an upgrade a to a premium account.

Brodie Deshaies made a motion empower the directors to write a letter to the editor to show the increase of library usage. The letter is to be approved by the chair of the Board of Trustees. The motion was seconded by Steve Farley. All voted in favor.

**Public Input** - no members of the public present.

## **Old Business**

### **Committee Reports – Library Director Search Committee**

Steve Farley reported that the Search Committee will meet tomorrow after a hiatus for the holidays. Resumes are coming in. The window for receipt of the resumes closes on January 30. They next steps will include firming up a list of qualities desired, completing the distribution of the survey, and locating legal help for creation of a contract for the Library Director.

### **Proposed 2023 Budget Status**

See Treasurer's report above. After the Town Budget Hearing last week, it was determined that the library is in good shape. The next town budget meeting is a public hearing on Wednesday, February 11 at the Great Hall and trustees are asked to attend.

### **Accounting Review Update**

As stated in the treasurer's report, Cindy will provide a final update, after the meeting with the accountant, at the February Board of Trustees meeting. This report will be attached to the minutes from that meeting.

### **Trustee Terms**

There will be 3 open positions for trustees. Brodie Deshaies will be running for a three-year term. Linda Wilberton and Steve Farley will also be running for terms. There will be a three-year term and a one-year term. They will meet to decide which position to file for. Filing runs from January 24 to February 3.

### **Moose Grant Update**

The map is ready to be picked up at the Northeast Document Conservation Center in North Andover, Massachusetts. The board decided that publicity of the restoration of the Carrigain

map is desirable to inform the public. Steve will see if he can make arrangements to transport the map to the library. It will be displayed outside the genealogy room.

### **Committee Lists**

A review of current committee assignments and discussion took place. Brodie Deshaies was added to his selections. Linda Wilberton will be determining the chairs of each committee

### **Memorandum of Understanding**

The town manager and finance director are still interested in seeing this completed. Linda Murray stated that it would be advisable to have something available to review after the deliberative session which will be on February 7. Discussion should include what the library wants the town to do and what is needed from the library. A sample Memo of understanding was provided. The MOU should be established by the Policies and Procedures committee and brought to the Trustees for submittal to the town. The draft is provided as a format to see what could be inserted or deleted.

Brodie Deshaies made a motion to refer the draft MOU to the Policy and Procedures committee to be developed. Doug Smith seconded the motion. All voted in favor.

### **Other Old Business**

The Landscape Committee will be asked to proceed with finalizing plans for the Landscape project for this spring and advise the Board of Trustees so they can submit an RFP.

### **New Business**

#### **2023 Holidays**

Brodie Deshaies made a motion to approve the proposed calendar for 2023 as presented. The motion was seconded by Doug Smith. All voted in favor.

#### **Appoint Treasurer**

Linda Wilberton made a motion to appoint Brodie Deshaies as Treasurer. The motion was seconded by Doug Smith and all voted in favor.

#### **Other New Business**

Distribution of the survey includes the distribution desk, SAU 49 newsletter, and the Chamber of Commerce.

Brodie made a motion to have the chair ask the Friends and Foundation to send out information about the survey. Steve seconded the motion. All voted in favor.

Brodie made a motion to have surveys returned by February 15. The motion was seconded by Doug. All voted in favor.

Discussion was held about library email addresses being available for the Board of Trustees. Brodie provided the reasons why this would be advantageous for the Board. Linda Murray concurred.

Brodie provided proposals for by law changes that should be addressed by the Polices and Procedures committee.

**Grants & Donations**

<b>Green</b>	<b>\$500.00</b>
<b>Harper</b>	<b>\$100.00</b>
<b>Gifford</b>	<b>\$130.00</b>
<b>NHCF Jutras Fund</b>	<b>\$1000.00</b>
<b>Miscellaneous</b>	<b>\$132.92</b>

Linda Wilberton made a motion to accept the donations and grants in the amount of \$1862.92. Brodie Deshaies seconded. All voted in favor and the motion passed.

**Non-Public Session** – not needed

**Upcoming Meetings**

Library Director Search Committee Meeting, - January 10, 2023, at 3:00 p.m.

Budget Committee Public Hearing – January 11, 2023 at 7:00 p.m. at the Great Hall.

Regular Trustees Meeting – February 13, 2023 at 3:30 p.m.

Linda Wilberton made a motion to adjourn the meeting at 5:12 p.m. The motion was seconded by Brodie Deshaies. 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**