

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

November 14, 2022

Present - Trustees: Linda Wilberton, Doug Smith, Stephen Farley, Nancy Bell, Alternate Trustees: Diane Bolduc, Sandra Whittier, Co-Acting Director: Joyce Davis, Youth Service Librarian/Co-Acting Director: Jeanne Snowdon, Representative to the Board of Selectman: Linda Murray, Consultant: Cynthia Scott. The meeting was called to order by Linda Wilberton at 3:33 p.m. Diane Bolduc was appointed as a voting member for the meeting.

Approval of Minutes

Joyce Davis asked that the October 3 minutes be corrected to add the following statement on Page 2 Landscape Committee: "subject to submission of satisfactory contract and certificate of liability insurance". Also noted that a capital "T" had been omitted from the beginning of the New Business paragraph. 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 October 11 meeting. Doug Smith seconded the motion. All voted in favor.

Linda Wilberton made a motion to approve the minutes of the October 21 meeting. Doug Smith seconded the motion. All voted in favor.

Linda Wilberton made a motion to approve the minutes of the October 28 meeting. Diane Bolduc seconded the motion. All voted in favor.

Treasurer's Report

Deborah Long-Smith submitted her resignation by email. She has been advised that the resignation needs to be in writing. A new trustee and treasurer will need to be appointed when The written resignation is received.

Cindy Scott presented the treasurer's report. The endowment fund is being examined to certify standing. Tracking is in process. Passwords need to be set up. The plan is to get updates completed by the end of the year. Legal bills, consultant fees, and additional hours account for a small budget shortfall. The staff has done an excellent job handling the challenges faced due to unanticipated expenditures.

Librarian's Report

Joyce Davis presented the Librarian Report:

Library Program and Events: 2nd Tuesday Book Discussion, Tuesdays Tech Help, Windows 10 Training, Book Discussion at Sugar Hill, Friday Classic Film, Second Monday Coffee and Donuts,

Irish Genealogy Study Group, German Special Interest Group, Monthly Genealogy Group, and a gardening program: How to Put your Garden to bed

Library Cards: 28 new, 49 renewals, 14 non-residents = \$550, 1 non-resident teacher, 9 students

Friends of the Library: The Friends have been awarded a grant for the Festival of Trees for the Young Adult section which could be for as much as \$10,000. Jeanne submitted the grant at the encouragement of the Friends. Their Holiday Basket Raffle is in Progress with five baskets on display in the circulation area. They are planning a one day Holiday Book Sale for Saturday, December 3.

Donation of Services: Rob Vachon of At Your service Electric donated his time and materials to install a monitor which had previously not been in use. The job involved locating a new power outlet in the wall next to the circ desk and mounting the monitor which is now scrolling books available for loan to patrons.

Museum passes saw a 77% increase in use, Hoopla increased 17%, Overdrive increased 24%. Meeting Room usage increased 74%.

Youth Service Librarian Report

Presented by Jeanne Snowdon. Grade K-5 Storytime registered 11 participants with a craft. Toddler and Preschool Storytimes continue on Tuesday and Thursday at 10:30 a.m.. Art class has 13 registered for this Wednesday afternoon at 4:00 p.m. Board Games for Teens will be offered on Monday, November 21 with drinks and snacks as an incentive for attendance. Leah and her therapy dog, Sawyer will be returning to be read to by kids!

On Saturday, December 10, Mad Science of Maine will be presenting a Holiday Spectacular Science Show which will include making indoor fireworks and having "special ice" shipped from the North Pole. This program is funded by the New Hampshire Charitable Foundation's Nicole Jutras Fund.

A lovely handmade card with 3 boxes of Girl Scout Cookies was received from an avid, young reader to thank us for helping her find books that she loves and for being nice.

Public Input

Brodie Deshaies attended the meeting to express his interest in the Library and potential for involvement.

Old Business

Committee Reports – None

Landscaping Contract Update:

Joyce Davis met with Karen Breagy regarding insurance coverage requirement by the town. She doesn't have Workmen's Compensation. Information was supplied to the trustees obtained from the Town of Wolfeboro regarding insurance requirements.

Discussion was held about the possibility of rebidding the project to see if an alternative process could be made with another contractor who has the insurance requirements needed. The rebid would be for the entire project and use monies already available. The purpose would be to complete the entire project next year. The trustees expressed concern that the present course of action was not heading in the right direction to handle things to meet town requirements.

Linda Wilberton made a motion to reject the contract submitted by Meadowlark Landscaping as not all the town requirements have been met. The motion was seconded by Doug. All voted in favor.

Linda Wilberton will update John Sandeen and ask for Landscape Committee recommendations.

Committee Assignments Update

A list of current committees and assignments was passed out to the Board. There will be some additional updates as time progresses. Linda Wilberton made a motion to accept the committee assignments as presented. Seconded by Doug Smith. All voted in favor.

Library 2022 and 2023 Budget

A meeting with the Budget Committee will be held on Wednesday, November 30 at 6:00 p.m. in the Bradley Room at the Library. Trustees are asked to attend.

Cindy has been working to clarify the disbursement of funds. Linda Wilberton made a motion to take disbursement from NH Trust interest and dividends to use for library materials. This will include disbursements from the Huebner-Raddin Trust. The motion was seconded by Doug Smith. All voted in favor.

Nancy will become an account authorizing person for NH Trust. She will meet with Cindy on Thursday to get this set up.

Financial institutions will be contacted by Linda Wilberton to determine the best method to proceed with the personnel changes on the Board of Trustees. Monies will be moved from Peoples into a Citizen checking account to enable ease of use and for donations and private funds received.

We need to use the correct verbiage – i.e. trust vs. donation. The plan is to start 2023 with everything in order

Other Old Business - none

New Business

Meeting Room Capacity Discussion

Joyce provided a breakdown of usage for the meeting rooms considering both demand and health and safety issues. Staff recommendation would allow for increased capacities as follows:

Bradley Room (code = 124)	Currently – 50	Proposed limit 70
Beaver Room (code =26)	Currently – 15	Proposed limit 20
Ayers Room (code = 9)	Currently – 4	Proposed limit 6
O'Rourke Room (code = 9)	Currently - 4	Proposed limit 6

Steve Farley made a motion to accept the suggestions made by the staff for increasing the room usage capacities. Seconded by Doug Smith. All voted in favor.

Discuss Creation of Memorandum of Understanding

A sample Memorandum of Understanding and Cooperative Agreement was passed out. Other libraries should be contacted for information. The Policies and Procedures committee needs to meet to discuss this and to look at policies. The Bylaws will also need to be reviewed. Linda will set up a committee meeting.

Staff Leave Carryover

The present policy states that Staff are allowed to carry over 350 hours of accrued leave time. Trustees can vote to allow staff to carry over more leave if there are legitimate reasons to do so. Joyce will have extra leave time at the end of the year that she has been unable to take do to her length of employment and increased work responsibilities this year and asks to be allowed to carry it over.

Linda Wilberton made a motion to allow Joyce to carry over excess accrued leave in excess of 350 hours. The motion was seconded by Doug Smith. All voted in favor.

Search Committee

A search committee will be established to include members of the Board of Trustees, Staff, Foundation, and Friends. A tentative date of November 17 is scheduled at 3:00 p.m. at the Library was set for the first meeting. Linda will confirm

Trustee Terms

The terms of Linda Wilberton and Steve Farley will expire in 2023..

Other New Business - None

Grants & Donations

Miscellaneous \$97.31

Linda Wilberton made a motion to accept the donations and grants in the amount of \$97.31. Doug Smith seconded. All voted in favor and the motion passed.

Upcoming Meetings

Search Committee Meeting, - Thursday, November 17, 2022 – 3:00 p.m. (tentative)

Budget Committee's 2023 Budget Review – November 30, 2022 at 6:00 p.m. at the Library

Regular Trustees Meeting – December 12, 2022 at 3:30 p.m.

Linda Wilberton made a motion to adjourn the meeting at 5:32 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