

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Beaver Room
Thursday, January 24, 2024

Present - Brodie Deshaies (chair), Nancy Bell, Sharon Marigliano, Sandra Whittier, Library Director: Alison Rutley

The meeting was called to order by Brodie Deshaies at 3:03 p.m.

Approval of the Minutes of November 30, 2023

Corrections included: Page 1, Wolfeboro Public Library Card Policy, Paragraph 2, Line 1 and Line 4 = sign should be a “-”, and Page 3 Information and Technology, second sentence approved should be “seconded”.

Sharon Marigliano made a motion to accept the Policy & Procedures Meeting minutes of November 30 as corrected. Sandy Whittier seconded the motion. All voted in favor.

New Business

The committee was presented with a policy packet for review. Alison Rutley stated that this would be the last packet for the committee to review as all policies and procedures are now current.

Patron Credit and Debit Card Policy (draft)

The committee reviewed the Draft of the Wolfeboro Public Library Patron Credit and Debit Card Policy. The committee determined that fees charged make the use of Credit/Debit cards prohibitive. Alison will explore the possibility of using Venmo and report back to the committee.

Brodie Deshaies made a motion to not recommend the adoption of the Draft of the Wolfeboro Public Library Patron Credit and Debit Card Policy to the Board of Trustees and that the draft be archived. Sandy Whittier seconded the motion, and all voted in favor.

Library Credit Card Policy

The use of the Wolfeboro Public Library Credit Card was discussed. Amendments to the policy were suggested. Brodie Deshaies made a motion to recommend that the Library Credit Card Policy be brought to the Board of Trustees at their next regular meeting. Sandy Whittier seconded the motion, and all voted in favor.

Exhibit Policy

The policy was reviewed, and suggestions were made for changes to include the Assistant Library Director and Waiver of Liability Agreement. Sandy Whittier made a motion to recommend adoption of the policy to the Board of Trustees with changes suggested to the

agreement and Liability waiver. Sharon Marigliano seconded the motion, and all voted in favor.

Power Failure Policy and Procedure

The present policy was established for the old building and is no longer relevant. Brodie Deshaies made a motion to recommend to the Board of Trustees that the Power Failure Policy and Procedure be withdrawn and archived. The motion was seconded by Sandy Whittier. All voted in favor.

Genealogy and Reference Research Policy

It was determined that the present policy is more of a reference tool than a policy. Brodie Deshaies made a motion to recommend to the Board of Trustees that the current policy be archived. Sharon Marigliano seconded the motion, and all voted in favor.

No Smoking Policy

The current policy reflects the policy in use by the Town of Wolfeboro. Brodie Deshaies made a motion to recommend a reaffirmation of the policy be presented to the Board of Trustees to include the Smoke-Free Workplace Policy which will be updated to include the prohibition of vaping. Sandy Whittier seconded the motion, and all voted in favor.

Photograph Release Form

The draft form was reviewed, and it was determined that no changes were needed.

Nancy Bell left the meeting at 3:45 p.m.

Brodie made a motion to recommend the form to the Board of Trustees for acceptance at their next regular board meeting. The motion was seconded by Sandy Whittier. All voted in favor.

Library Security Camera Policy

After a discussion of the present policy, Brodie Deshaies made a motion that the Board of Trustees be presented with a request to reaffirm the policy at their next scheduled meeting. Sandy Whittier seconded the motion, and all voted in favor.

Record Retention Policy

After discussion it was suggested that the policy be updated to reflect the current state law requirements. Brodie Deshaies recommended that the updated policy be presented to the Board of Trustees at their next scheduled meeting for approval. The motion was seconded by Sandy Whittier. All voted in favor.

Old Business - none

Other Old Business - none

Other New Business - none

Public Input (none).

Meetings will now be held on a quarterly basis. The next meeting will be on Thursday, April 25, 2024, at 3:00 p.m.

Upcoming meetings/events

Regular Trustees Meeting – Monday, February 12, 2024, at 3:30 p.m.

Finance Committee Meeting – Thursday, April 11, 2024, at 4:00 p.m.

Policies and Procedures Committee Meeting – Thursday, April 25, 2024, at 3:00 p.m.

Adjourn

Sharon Marigliano made a motion to adjourn. Brodie Deshaies seconded the motion. All voted in favor.

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Nancy Bell

Policy and Procedures Committee Secretary

Note: Minutes are UNAPPROVED until voted on by the Policy and Procedures Committee