

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Policy and Procedures Committee
Beaver Room
January 17, 2023

Present - Trustees: Linda Wilberton, Doug Smith, Brodie Deshaies, Nancy Bell, Alternate Trustees: Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis, Co-Acting Director: Jeanne Snowdon.

Public Input (none).
Old Business (none)

New Business

Linda Wilberton agreed to act as chair of the committee.

Linda Wilberton opened the meeting at 1:43 p.m.

The meeting was called in order to establish a Memorandum of Understanding with the Town of Wolfeboro. There is currently no formal MOU and the Town asked for a formal document.

Two samples of MOUs were provided. One was a draft document which had been supplied by the town using a sample from another town in the state. The other was a semi-prepared document previously started as a working copy. It was agreed that the town sample was more accurate for a starting point. Multiple subjects were reviewed.

Brodie asked about the hardscape maintenance currently in place and who was responsible for landscape maintenance. The Department of Public Works and Park and Recreation have previously assisted in outdoor maintenance. It was agreed that the library is responsible for the majority of the services needed inside the walls of the library building and that the town handles the exterior, including snow removal and parking lot lighting .

Cindy Scott will be consulted for advice on the overall MOU for review. She will have knowledge of financial information. Brodie will submit a draft MOU to the Library based on the items discussed for Cindy to review.

Linda Wilberton adjourned the meeting 2:30 p.m.

Respectfully submitted,
Nancy Bell
Search Committee Secretary

Note: Minutes are UNAPPROVED until voted on by the Library Director Search Committee