

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

**Bradley Room**

**July 10, 2023**

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice-Chair) –Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustees: Sandra Whittier, Sharon Marigliano, Library Director: Alison Rutley, Assistant Director: Joyce Davis. Youth Services Librarian: Jeanne Snowden, Representative to Board of Selectmen – Linda Murray. The meeting was called to order by Doug Smith at 3:30 p.m.

## **Approval of Minutes**

Brodie Deshaies made a motion to approve the minutes of the June 12, 2023, meeting with a correction to read Wolfeboro Public Library Trustees Meeting – Monday, July 17, 2023 – 3:30 p.m. should read Monday, July 10, 2023. Doug Smith seconded the motion, and all voted in favor.

## **Treasurer's Report**

Brodie advised that the reports submitted to the Board regarding Statements of Assets and Liabilities and Budget vs. Actuals are accurate. Questions were asked concerning bills from the library attorney, and some are still pending.

The Finance Committee will be meeting to discuss the budget on Thursday, July 13, 2023. NH Trust has had changes in personnel and a new representative will be handling the accounts of the Wolfeboro Public Library. Paul Provost, who leads NH Trust, will be meeting with the Finance Committee via video meeting at their next meeting.

## **Librarian's Report**

Alison Rutley presented the Librarian's report.

Alison reported that she has successfully begun her fourth week at the Wolfeboro Public Library and thanked all for their Osupport.

Statistics reported for the month of June 2022 vs. June 2023:

Patron Count – Up 15%

Resident Card Renewals – Up 70%

Non-Resident paid cards – Up 19%

Circulation – Up 2%

Hoopla: Up 35%

Overdrive: Up 15%

Meeting Room usage: Up 22%

All Library Programs: Up 25%

Wolfeboro Public Library Website hits for June 2023 = 1.4K

**Solar Library Project Update:** The USDA Community Facility Funding was oversubscribed for the last cycles and not enough funding was available to meet the demand. Our applications remain open for the next round in June of 2024. There may be additional funding available in August of this year. EBSCO Solar Grant Program received national and international submissions and we were not chosen from the very large candidate pool.

A meeting is planned with Nancy Hirschberg from the Wolfeboro Energy Committee to discuss the next step. This subject should be discussed at the next Board of Trustees meeting.

**Landscaping Project Update:** The document signed by the Board of Trustees on June 12 outlined drainage improvements, bid support, and landscape construction design. The official Standard Agreement was executed by Horsley Witten on July 5. Next, Horsley Witten will review drainage and other issues with Public Works to move forward with the project. A status update has been requested.

The New Hampshire Library Trustee Association Annual Meeting closed its registration for their annual workshop earlier than published. Alison has placed herself on a waiting list to attend.

Building updates: Knight Security has been working on the camera in the parking lot. Granite State Plumbing is dealing with a condenser replaced which will be covered by warranty. We will have to pay for the labor charge. Capitol Fire Protection is addressing a pinhole leak.

The Carrigan Map has arrived and is displayed outside the Genealogy Room.

A Department Head meeting will be held on August 20 which Alison will attend.

### **Public Input (not needed)**

### **Non-Public Session (not needed)**

This item will be moved to the end of the agenda in the future.

### **Old Business - Committee Reports**

#### **Policy and Procedures Committee**

Brodie Deshaies made a motion to adopt the updated policy meeting and rules policy dated July 5 as submitted. A discussion was held to edit the revision to state that usage be determined at the discretion of the library director eliminating the phrase following twenty-six bookings. Brodie amended his motion to include this edit. Steve Farley seconded the motion. All voted in favor.

The Committee will next continue reviewing the internet policy. Alison and the staff are organizing the categories of use.

## **Human Resources Committee**

The committee is continuing to look at job descriptions.

## **Alternate Trustee Recommendations**

Brodie made a motion to recommend to the Board of Selectman that Diane Bolduc, Sandra Whittier and Sharon Marigliano be appointed as alternates to the Wolfeboro Public Library and that the Library Director reach out to the candidate not selected to advise her of the library's interest in her skills and possible future participation. The motion was seconded by Steve Farley. All voted in favor.

## **Review Memorandum of Understanding**

The latest draft was submitted by the Town Manager for Board of Trustees approval. Brodie made a motion to approve the Memorandum of Understanding dated June 12 and to empower the Chair of the Library Board of Trustees and the Library Director to sign as needed. The motion was seconded by Steve Farley. All voted in favor.

## **Discuss Trustees Bylaws**

Brodie made a motion to remove section 3.9 and renumber section 3.10 to 3.9. The motion was seconded by Doug Smith. All voted in favor.

Discussion was held on other changes presented to the Bylaws. Brodie made a motion to adopt the Bylaws as amended. The motion was seconded by Linda Wilberton. All voted in favor.

## **Other Old Business**

It was suggested that the Town be contacted and asked for an update as to the use of the parking lot for Public Safety Building Construction.

## **New Business - none**

## **Other New Business**

A discussion was held regarding the personnel working policy with respect to June 19<sup>th</sup>. This matter will be reviewed by Alison and Joyce with suggestions to be made at a later meeting.

It was reported that the Friends of the Library have two next co-presidents: Laura Spellman and Diane Wasmuth.

## **Grants and Donations**

|                         |          |
|-------------------------|----------|
| Port Wedeln Association | \$100.00 |
| Gifford Bridge Club     | \$140.00 |
| Elizabeth Fox           | \$200.00 |
| Miscellaneous           | \$ 26.79 |
| TOTAL                   | \$466.79 |

Brodie Deshaies made a motion to accept the donations of \$466.79. The motion was seconded by Doug Smith. All voted in favor.

**Upcoming Meeting/Events**

**Friends of the Wolfeboro Public Library Welcome Reception for Alison Rutley, Library Director,  
Wednesday, July 12, 2023, at 4:00 p.m.**

**Finance Committee – Thursday, July 13, 2023, at 3:00 p.m.**

**NHLTA Trustee Organization Workshop – Monday, July 17, 2023, at 10:00 a.m.**

**Board of Selectman Meeting – Wednesday, July 19, 2023, at 6:30 p.m.**

**Human Resources Committee – Monday, July 24, 2023, at 2:30 p.m.**

**Policy & Procedures Committee Meeting – Thursday, July 27, 2023, at 3:00 p.m.**

**Wolfeboro Public Library Trustees, Monday, August 14, 2023, at 3:30 p.m.**

Brodie Deshaies made a motion to adjourn the meeting at 4:46 p.m. The motion was seconded by Steve Farley. 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**