

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

June 12, 2023

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice-Chair) –Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustees: Diane Bolduc, Sandra Whittier, Sharon Marigliano, Co-Acting Director: Joyce Davis. Co-Acting Director: Jeanne Snowden, Representative to Board of Selectmen – Linda Murray. Cindy Scott (Library Consultant) was also present for part of the meeting. The meeting was called to order by Doug Smith at 3:30 p.m.

Meeting with Town Manager, Jim Pineo, to Discuss the Public Safety Building Construction Project and Use of Library Parking Lot

Construction of the renovation and expansion of the Wolfeboro Public Safety Building Phase I is scheduled to start in September. The project is anticipated to run for 18 to 24 months. The Town is asking that the Library Trustees consider authorizing the use of a portion of Library property as a staging area. Temporary fencing will be used to keep Library patrons from entering the work zone and to create a defined area. The hope is to reduce the amount of space needed for the staging area in one year.

Phase I will consist of the Fire Department Bay and Wing. Phase II will include the demolition of the existing bay and the rebuilding of the new addition. Phase III will be the renovation of the existing administrative building.

Concern was raised about the Landscaping Program with staging areas needed by the town. Discussion as to parking availability for patrons in the summer was raised. The possibility of asking the hospital or All Saints Church for assistance was suggested.

The library generator proposal was also addressed as the public safety building will require three tanks and it would be sensible to include the tank required by the library for a single bank of four tanks tied together for both buildings.

A motion was made by Brodie Deshaies to appoint Alison Rutley, Library Director, and Doug Smith, Chair of the Trustees as contact people for the town. The motion was seconded by Steve Farley. All voted in favor.

Review and Approve Contract with Horsley Witten

The board reviewed the proposal to the revised Landscape Architect Bidding and Construction Support Services as submitted by Horsley Witten. Due to funding timelines, it is important to proceed with the implementation of guidelines before the end of the year. Brodie Deshaies made a motion to approve the contract submitted by Horsley Witten to proceed with the

revisions and design improvements and to empower Doug Smith to sign the agreement. The motion was seconded by Linda Wilberton. All voted in favor.

At this point Cindy Scott left the meeting.

Approval of Minutes

Brodie Deshaies made a motion to approve the minutes of the May 8, 2023, meeting. Doug Smith seconded the motion, and all voted in favor.

Brodie Deshaies then made a motion to approve the minutes of the Special Board Meeting held on May 26, 2023. Doug Smith seconded the motion. All voted in favor.

Treasurer's Report

Brodie reported that the reports submitted to the Board regarding Statements of Assets and Liabilities and Budget vs. Actuals show that everything seems to be on track. Questions were asked and answered regarding the status of over budget items, which are based on full year totals.

Brodie will meet with NH Trust to update investment mixtures based on the established policy. The update will enable the library to better meet our goals. Brodie will present suggestions to the trustees.

The finance committee will meet to discuss the investment mixture guidelines.

Librarian's Report

Joyce Davis presented the report.

Statistics reported for the month of May:

Meeting Room usage up 33% from 2022.

Atrium Circulation up 12% from 2022.

Large Print Circulation up 63% (316 vs. 194) from 2022

Hoopla! up 29% from 2022.

Overdrive eBooks up 15% from 2022

Patron count up 11% (5,313 people)

The windows will be washed, and the building will be power washed in July. The estimate is below the anticipated amount.

One of the security cameras in the parking lot has failed. Knight Security has been contacted.

Granite State Plumbing found a leak in a suction line flange for fan coil during semi-annual maintenance. They will handle the repair.

The Carrigan map is framed and ready for pickup, hopefully this week.

Lori's husband, Ed Pankowski, installed two extra shelves for the large print books that had been stored in the basement. He has been a great volunteer doing projects and helping move items.

Youth Services Librarian's Report

Jeanne Snowdon presented this report.

The Summer Reading Program is being planned to begin at the end of the month. Lots of fun activities and programs are planned. A Science Based Interactive program will start on June 29. There are currently 22 people who have signed up for this program.

A special Constant Contact will be sent out this week to announce all the events that are being planned. Jeanne asked that she be notified if we do not receive the Connections newsletter. All registered patrons are receiving this communication.

Weekly story times are still in session at the library. Story time is again being held at the Wolfeboro Farmer's Market at the Nick every Thursday at 2:00 p.m.

Purchases are in process for the YA area using the grants from the Friends of the Library and the Festival of Trees. These include books, café tables and stools, a chess set, wooden book display, wall décor/felt acoustic panels for noise reduction, a new TV, and retro game system.

Public Input (not needed)

Non-Public Session (not needed)

Old Business - Committee Reports

Search Committee

The search committee for the New Library Director has completed all necessary functions.

Policy and Procedures Committee

Brodie reports that we will hold off on the discussion of the bylaws until the next regular meeting of the trustees. The next meeting of the committee will look at the meeting room policy and guidelines for public internet usage.

Human Resources Committee

Diane reported that the committee has begun the process of reviewing all the positions in the library, both filled and vacant. The Town is planning on this type of evaluation next year, so it is a good idea to have our review completed to enable the library to specify our requirements.

Review Memorandum of Understanding

A review of the MOU was presented by Brodie. He discussed the submissions received from the town. Linda Murray suggested that the Capital Improvement amount be amended to include the amount requirement by the Capital Improvement Program Committee. She will present this suggestion at the selectmen's meeting.

Discuss Trustees Bylaws - tabled.

Review Mike Babylon's Contract

The library is very happy with Mike's performance and wishes to continue with the agreement. Doug made a motion to extend Mike Babylon's contract through December 31, 2023. The motion was seconded by Steve Farley. All voted in favor.

Discuss HVAC Contract with New Vendor

Satisfaction with the present vendor has been low. A new vendor has been contacted and has proved to be very knowledgeable about the installed system. Brodie Deshaies made a motion to accept Wicked Cool as the new vendor for HVAC for one year. The motion was seconded by Linda Wilberton. All voted in favor.

Other Old Business - None

New Business

Dissolve Director Search Committee

Brodie Deshaies made a motion to dissolve the Director Search Committee as all business is completed. The motion was seconded by Doug Smith. All voted in favor.

Brodie made a motion to approve the minutes of June 6 for the Director Search Committee. The motion was seconded by Doug Smith. All voted in favor.

Discuss Alternate Trustee Term Expirations

A reminder was made to all interested Alternate Trustees that the appointment is for a one-year term which will expire on July 31. Interested members should supply a Letter of Intent to Doug Smith by July 5.

Approve August 12 Open House

The Friends of the Library will host a book sale at the Wolfeboro Public Library Annual Open House which is scheduled for August 12 from 10 a.m. until 2:00 p.m. The Board was asked if they would like to sponsor ice cream (hoodsies) for attendees. The board agreed.

Discuss NHLTA Meeting of July 17, 2023

The New Hampshire Library Trustees Association is sponsoring the Trustee Orientation Workshop which will be held in Concord on Monday, July 17 from 10 a.m. until 2 p.m. Topics will provide trustees with tools and information to support effective library leadership. All are encouraged to attend.

Other New Business

A discussion was held regarding the reception planned by the Friends of the Library for Alison Rutley. Sharon Marigliano and Jeanne Snowdon will meet with the Friends at their annual

membership meeting on Wednesday, June 14 as to a possible date. The suggested time is 3:00 until 6:00 p.m. This would enable town employees who wish to attend to do so after work.

Grants and Donations

Crootof	\$250.00
Miscellaneous	\$ 41.65

Brodie Deshaies made a motion to accept the donations of \$291.65. The motion was seconded by Doug Smith. All voted in favor.

Upcoming Meeting/Events

Human Resources Committee Meeting – Monday, June 26, 2023 – 2:30 p.m.

Policy and Procedure Committee Meeting – Thursday, June 29, 2023 – 3:00 p.m.

Wolfeboro Public Library Trustees Meeting – Monday, July 17, 2023 – 3:30 p.m.

NHLTA Meeting – Monday, July 17, 2023 – 10:00 a.m.

Brodie Deshaies made a motion to adjourn the meeting at 5:38 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