

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

March 11, 2024

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice Chair) Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustees: Sandra Whittier, Diane Bolduc (arrived at 3:42 p.m.), Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray, Absent: Sharon Marigliano. The meeting was called to order by Doug Smith at 3:35 p.m.

Nonpublic Session – not needed.

Approval of the Minutes of February 12, 2024

A correction to the minutes of February 12 was made on page 3, under Other Old Business: sentence contained two periods. Brodie Deshaies made a motion to accept the minutes of the Trustees meeting of February 12, 2024, as corrected. The motion was seconded by Doug Smith. All voted in favor.

It was agreed that the approval of the NonPublic Meeting of February 12 would be postponed to the next meeting as they had not been supplied to the trustees for review.

Treasurer's Report

Brodie Deshaies reports that all the figures are looking good. Brodie gave an update on distributions for 2022 trust funds that had been made in 2023 and the distribution of trust funds for 2023 made in 2024. Brodie also answered questions raised concerning figures reviewed in the Budgets vs. Actual expenditures.

Librarian's Report

Alison Rutley presented the Librarian's report.

Statistics reported for the month of February 2023 vs. February 2024:

Hoopla up 13%

Overdrive Audiobooks up 35%

Overdrive Magazines up 938%

Daily patron count up 24%

Program attendance for Adults up 53%

Program attendance for Children up 52%

Personnel Change:

Brodie Deshaies made a motion to accept the hiring of Margaret Wood for the 20 hour per week position recently made available by the resignation of another employee. This was an in-house transfer. The motion was seconded by Doug Smith, and all voted in favor.

HVAC Condenser/Backflow Preventer

The failed compressor has been dismantled and removed. The system has been recharged and no acid was found in the system. The cost for the project was \$15,290.

The Library has also failed the town's semi-annual backflow preventer inspection. It is determined that the project should be considered a repair not a replacement. We are working with the Town's Water Department to secure a licensed facility to fix the mechanisms that are causing the failure.

Based on the ongoing building issues, Alison has requested a meeting with the Facilities Committee on March 25 at 1:00. The committee will work towards the establishment of a capital reserve fund to take care of upcoming maintenance needs of the building.

Generator

We are still waiting for a reply as to the expected shipment date.

ALA Grant

The Wolfeboro Public Library has been selected as one of 310 libraries to participate in round two of Libraries Transforming Communities: Accessible Small and Rural Communities, an American Library Association (ALA) initiative that provides community engagement and accessibility resources to small libraries to help them better serve people with disabilities.

The competitive award comes with a \$10,000 grant. The Library would also be eligible for another grant once this round has been completed. The American Library Association is training Joyce Davis, Jeanne Snowdon, and Alison on how to best serve and identify our disabled community. Training will be completed by April 1 and then grant monies will be received.

The Library will first sponsor a community forum to discuss what programs we will need to focus on during 2024. A press release was issued at the end of last week to the Granite State News. The ALA will be issuing their own press releases.

National Library Week: April 8 12, 2204

Alison presented a flyer detailing program for National Library Week:

Monday – Elem/Midschool Book Chat at 4:00 p.m.

Tuesday – Family Book Bingo 4:00 to 5:30 p.m.

Wednesday – Children's Movie – *Matilda* at 4:00 p.m.

Thursday – Adult's Movie – *The Holdovers* at 1:30 p.m.

Friday – Let's All Eat Cake! Noon – 2:00 p.m.

Old Business

Brodie presented information he had researched concerning the possibility of using the library grounds as a summer meals site. He contacted the NH Food Bank. They would assist in the preparation and help with preparation for pickup. Distribution times would be posted for people to pick up. A commercial grade kitchen would be needed for food prep. The Wright Museum

was suggested as a possible site for food prep. Discussion also included the possibility of utilizing other sites in conjunction with the library presenting an educational opportunity for the healthy means of preparation of foods and to present programs where SNAP application could be available.

Other Old Business - none

New Business

Annual Report – Attorney General – Charitable Trusts Unit

A review of the proposed report resulted in the change of language of the category “Library refund to Town” to Lapsing Town Appropriated Fund. This report is a yearly report required by the state. A change of format was also suggested. Doug Smit made a motion to submit the annual report to the state as amended. Steve Farley seconded the motion, and all voted in favor.

New Hampshire Legislative Update

Alison found that there was nothing new to report. Nothing new on the NH Legislative website pertaining to libraries.

Other New Business - none

Grants and Donations

Grants: \$5,409.62

Donations: \$713.75

Brodie Deshaies made a motion to accept the amount of \$6,123.37 from grants and donations. The motion was seconded by Doug Smiths. All voted in favor.

Trust Fund Distributions: \$13, 221.28

Monies were transferred into the general fund.

Public Input – not needed.

Upcoming Meeting/Events

Facilities Committee – Monday, March 25, 2024, at 1:00 p.m.

HR Committee Meeting – Monday, March 25, 2024, at 2:30 p.m.

Regular Trustees Meeting – Monday, April 8, 3:30 p.m.

Brodie Deshaies made a motion to adjourn the meeting at 4:53 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