

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

March 13, 2023

Present - Trustees: Linda Wilberton, Doug Smith, Stephen Farley, Brodie Deshaies, Nancy Bell, Alternate Trustees: Diane Bolduc, Sharon Marigliano. Sandra Whittier, Co-Acting Director: Joyce Davis. Jeanne Snowden, Representative to Board of Selectmen – Linda Murray. Library Consultant: Cindy Scott, IT Consultant: Mike Babylon. The meeting was called to order by Linda Wilberton at 3:30 p.m.

Approval of Minutes of February 13

Corrections:

Page 1, Paragraph 2, should read seconded by Diane Bolduc

Page 2, Under Solar Grant Opportunity

Line 1, Nancy Hirshberg

Line 5, Grant funding and If awarded.

Add at the end of the paragraph: A separate RFP is being prepared for the library.

Page 4, Finance should read Brodie Deshaies

Landscape should read Linda Wilberton

Doug Smith made a motion to accept the minutes as corrected, seconded by Brodie Deshaies. All voted in favor.

To facilitate the early release of consultants, the order of the agenda was amended.

Trustee Email Accounts

Mike Babylon presented a tutorial on how to access and use our new email accounts. These are set up for use for emails dedicated to the library. The presentation was informative and easy to understand.

Treasurer's Report

Brodie Deshaies has been added to all bank accounts and NH Trust as the Treasurer. All receipts have been reconciled.

Cindy Scott gave an in depth report on public vs. private monies and how these accounts are handled and viewed in both quicken reports used by the library and reports that are received from the town. Reports were presented for 2022 and 2023 so that trustees would be aware as to how these funds are noted. Also reviewed were the Budget vs. Actuals Report and the Statement of Assets and Liabilities for 2023.

Cindy will be removed from the NH Trust Account for viewing. The auditors will be reviewing the accounts in late April.

Linda Murray will follow up with the town office for items that are not presently unable to be viewed by the library showing appropriated funds.

Cindy also facilitated a discussion on the operating budget and the difference between public vs. private monies. Public funds presented to the library in 2022 were shown. The figures in the Library Actuals thru December 31 will be accepted pending the final audit.

Landscape Committee Update

The draft of the RFP has caused new issues to be raised. These issues include drainage, different types of plants for shade vs. sun, irrigation needs, and the new contacts with the town and Horsley Whitten. We will also need a new contract with Horsley Whitten due to the changes made.

A motion was made by Linda Wilberton to accept the recommendation made by the Landscape Committee to approve a design plan from Karen Breagy to expend \$2,800 for plan design. The motion was seconded by Doug Smith. All voted in favor.

Librarian's Report

Joyce Davis presented the report.

Statistics reported for the month of February:

Meeting Room usage up 53% from 2022.

Atrium Circulation up 7% from 2022.

Patron Count up 120% from 2022.

Hoopla! Up 19% from 2022.

Overdrive: Audiobook up 13% from 2022

eBooks up 30% from 2022

Program: Adult Attendance up 46% from 2022

Child Attendance up 30% from 2022

Adult program included three books discussion (one at Sugar Hill), One-on-One Genealogy Help (Every Tuesday through February), Tech Tuesdays with Mike (expanded hours until 4:00 p.m.), Basic Computer Skills with Mike, Computer Skills for Genealogy Research with Dee Ide, two movies, Gardening Group discussion, Health Heart program with Granite VNA.

The automatic door button issue was resolved.

The Friends of the Library will fund three four-part tech classes to be held in April, June and August. They also provided additional funding for the framing and mounting of the Carrigain map.

State Representative John MacDonald visited the library to learn about issues surrounding banned books. He was provided with an explanation as to how we select books, the ALA Freedom to Read concept and the process we have in place when someone requests that we remove a book.

Work has begun on the Annual Report which is due to be filed with the State by the end of April. Cindy Scott will be available to answer questions if they arise.

Youth Services Librarian's Report

February had the normal events scheduled with great attendance in Storytimes and Art Class.

At the end of the month events were scheduled for school break including a collaboration with the Parks and Rec department for a Trivia event for kids. Teenage volunteers from Brewster helped to run the events.

An Elementary Book Chat and Craft was held. Also, a teen book chat that provided a chance to discuss the YA area. A Teen Advisory is also being planned. A Teen Uno event had been planned but it had to be cancelled due to weather. Also, a Board Game event.

A School Break Movie event was well attended.

Public Input (not needed)

Old Business - Committee Reports

Library Director Search Committee

Interviews are in process.

Policy and Procedures Committee

A Draft MOU is being developed. The next meeting is scheduled for April 24.

Human Resources Committee

Diane Bolduc presented an update on the last meeting held by the committee. The next meeting is scheduled for April 18 where job descriptions will be reviewed.

Carrigain Map Update

Money is now in place for the framing of the restored map. The next step will be to visit the archivist and framer to bring bank samples for the framing.

Solar Project Update

The RFP has gone out. A site walk had to be rescheduled for Thursday due to the pending snowstorm. Brodie Deshaies made a motion not to change the deadline for the submittal to the RFP. Steve Farley seconded the motion. All voted in favor.

Discussion of the Community Survey

The Survey had been reviewed at the last Search Committee meeting. All trustees were present at the meeting.

Other Old Business

It was agreed that Joyce and Jeanne will make the call tomorrow as to the necessity for closure of the library dependent on weather conditions.

New Business (Continued)

Discussion of Trustee Hiring Powers

Trustees have sole hiring and firing powers, with input from the library director, per RSA 202-A:11, V. The Trustees agreed it was best practice to confirm or decline the hiring of employees in a Nonpublic Session per RSA91-A. Candidates will be approved for hiring conditional upon an acceptable background check.

The board entered Nonpublic session at 5:36 p.m.

Public session resumed at 5:40.

Review Memorandum of Understanding

It was decided that this item should be moved to next meeting due to the late hour.

Other New Business

Linda Wilberton spoke about the Library Trustee Spring Conference which will be held in Concord on May 9 and encouraged everyone to attend.

Grants and Donations

Moose Grant \$741.00
Elizabeth Fox \$100.00
Miscellaneous \$ 48.60

Linda Wilberton made a motion to accept the amount of \$889.60 in Grants and Donations. Brodie Deshaies seconded the motion. All voted in favor.

Upcoming Meeting/Events

Library Director Search Committee – Wednesday, March 15, 2023 – 1:00 p.m.

Library Director Search Committee – Friday, March 17, 2023 – 10:00 a.m.

Policy and Procedures Committee – March 24, 2023 – 4:00 p.m.

Regular Trustees Meeting – April 11, 2023– 3:30 p.m.

Human Resources Committee Meeting – Tuesday, April 18, 2023 – 1:45 p.m..

Linda Wilberton made a motion to adjourn the meeting at 5:52 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