

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Bradley Room

May 8, 2023

Present - Trustees: Doug Smith (Chair), Linda Wilberton (Vice-Chair) – by phone, Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustees: Diane Bolduc (by phone at 4:20 p.m.), 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 3:31 p.m.

Approval of Minutes

Brodie Deshaies made a motion to accept the minutes of April 10, 2023, with a correction on page 4 to the spelling of his name. The motion was seconded by Steve Farley. 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. NH Trust has been in contact with signers on the accounts and wants to meet with those who should be aware of updates for investments and portfolios. Brodie also reviewed the five trusts that are held by the Town of Wolfeboro for the Library. He reviewed the trusts with the board and indicated amounts of interest received by the library. These were small amounts.

Cindy Scott discussed the audit which is in process. She noted that equipment income can be carried over. Payroll is kept by the town. The Operating budget is sent to the library. Confusion can be caused in determining private vs. public monies.

It was suggested that a letter be written to the Board of Selectman to say that the town can keep monies that were left from what the town had collected from public monies. This would be returned to the general fund (taxpayers). It was agreed that once the final report is received and the exact amount is known this procedure will be followed.

The checking account can contain both public and private monies but must be tracked on a monthly basis. Lori Pankowski is working on this.

Cindy is preparing to transition financial matters for the new library director to take over. Areas of change for the new director will be made available and Cindy will be happy to assist if needed.

At this point it was determined that a change in the order of the agenda would be made. Non-Public session was moved to the end of the meeting and Landscape Committee moved ahead to enable Cindy to present the update.

Old Business

Landscape Committee

Cindy reported that she has spoken with Brian Kuchar from Horsley Witten. At this point there is no plan available for landscaping in front of the library. A committee meeting has been scheduled for next Wednesday to meet and make decisions on how to proceed. A proposed contract was received for help with design and work from Horsley Witten. The 3-month delay while negotiating for the prior plan has been a setback.

The previously hoped for granite from the town is not available. The plan is not ready to go out to bid yet. The rest of the building money must be spent this year, or a purchase order needs to be in place by the end of the year. The plan is to establish a target date for when the project can go out for bid. Joyce Davis and Doug Smith will meet with the Town Manager on May 16 to talk about some of the issues which may include landscaping.

Cindy Scott left the meeting at 4:05 p.m.

Librarian's Report

Joyce Davis presented the report.

Statistics reported for the month of April:

Meeting Room usage up 22% from 2022.

Atrium Circulation up 5.5% from 2022.

Large Print Circulation up 48% (234 vs. 158) from 2022

Hoopla! Up 25% from 2022.

Overdrive: Audiobook down 8% from 2022

eBooks up 15% from 2022

Adult programs offered were up 61% from 2022

Program attendance was up 64% from 2022

The annual survey was finished and filed with the State Library on April 28.

Volunteers worked in the Director's office to make improvements prior to the new library director coming in. Extra time has been spent by Cindy Fournier to make sure that everything is ready. Old bookcases were moved, and the storage hutch will be returned.

The new substitute circulation assistant, Teresa Kretchmer, has worked a few shifts and is doing great. Kimberly Quinn-Jones started last week as the new circulation desk person.

Window Works quoted a price to wash the windows inside and out. The price was very reasonable. Money was earmarked in the budget. We are in the process of receiving a quote for power washing on the exterior of the building in the public facing areas.

The Friends have offered to take on the planting and maintenance of the two larger flower containers out front.

Youth Services Librarian's Report

The weekly toddler and preschool story times continued in April. Monthly Art Class had 10 attendees. Cactus plant paintings were made. Elementary Grades Storytime and craft was also a fun event.

National Library Week was hosted the last week of the month. It was posted on social media to aid in promoting our daily drawings for all those who either check out books/movies or became new library card members. The prizes were sponsored by the Friends of the Library who generously provide funds for us to purchase five \$25 gift cards to The Country Bookseller as well as donating canvas library bags to put each gift card into. The Country Bookseller gave us an additional card for free, so we were able to give away a prize for each of the six days.

The last week of April was school vacation week. Four events were hosted including two specifically for teens which were not well attended. We will continue to hold events to attract teens. The other two events were a movie and a craft. Participants were small in number but enjoyed the programs. It was suggested that outreach to homeschool and middle school parents might help with the interest.

Brewster Academy Robotics Team came and did a demonstration. This event was very successfully attended with 30 attendees, not only kids! The students from Brewster were great with the kids. The coaches explained to attendees about the robots and the program. The attendees also had the opportunity to go to three stations and operate the robots. The coaches indicated that they would love to come back again, so a second visit is being planned this month before the Brewster Academy school year ends.

Public Input (not needed)

Old Business - Committee Reports (Continued)

Policy and Procedures Committee

Brodie reported that the committee plans to start to review edits of the Bylaws and Investment Policies. Policies will be reviewed for necessary revisions.

Human Resources Committee

Update not available.

Solar Project Update

Joyce reported that the Solar Projects is proceeding. Nancy Hirschberg has been instrumental in the writing of Grants to the USDA and EBSCO, each of which applies for a 50% grant. The total cost estimate is \$170K. We expect to hear about the grants in June or July. A public hearing on the grant applications to satisfy USDA requirements needs to be held. Work on that is being conducted with the town.

Other Old Business - None

New Business

Review Proposed Changes to Collection Development Policy

A few cosmetic changes were made to the draft policy. Brodie Deshaies made a motion to accept the Collection Development Policy as submitted by the Policy and Procedures Committee. Doug Smith seconded the motion. All voted in favor.

Discuss Changes to COVID Protocol

Brodie Deshaies made a motion to rescind all current protocols, remove the plexiglass at the circulation desk, and set the Bradley Room meeting limit at 100. Seconded by Steve Farley. All voted in favor.

Diane Bolduc joined the meeting by phone at 4:20 p.m.

Discuss Hiring New Vendor for HVAC Maintenance

Mike Babylon has taken the lead for this item. He contacted Wicked Cool who has submitted a bid for a service contract which is less expensive than the current vendor. The acting library co-directors reported that this company had already been in to perform a system check and were able to help staff to understand and better control the system. Doug will review the contract. Mike will be asked to contact references. A check will be made to see if a bid policy exists.

Other New Business

Brodie Deshaies made a motion to ask the Wolfeboro Trustees of the Trust Fund to dissolve the Private Wolfeboro Public Library Fund, in the amount of \$5.58, held by the Town of Wolfeboro. The motion was seconded by Steve Farley. All voted in favor. A copy of these minutes should be forwarded to the Trustees of Trust Funds to advise them of this vote.

Grants and Donations

NH Humanities	\$300.00
Miscellaneous	\$ 42.30

Steve Farley made a motion to accept the donations of \$342.30. The motion was seconded by Doug Smith. All voted in favor.

The board entered Nonpublic session at 4:55 p.m.

Public session resumed at 5:15 p.m.

A motion was made to seal the minutes by Brodie Deshaies, seconded by Steve Farley because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

At this point Steve Farley left the meeting. Sharon Marigliano and Sandy Whittier were appointed as voting members due to the absence of Steve and the loss of Linda Wilberton by phone.

Roll call vote to seal the minutes:

Doug Smith	Y
Brodie Deshaies	y
Nancy Bell	Y
Sharon Marigliano	Y
Sandy Whittier	Y

The motion passed.

Upcoming Meeting/Events

Landscape Committee Meeting – Wednesday, May 17, 2023 at 2:00 p.m.

Board of Selectman, Wednesday, May 17, 2023 at 6:30 p.m.

Human Resources Committee Meeting – Monday, May 22, 2023 at 2:30 p.m.

Policy and Procedure Committee Meeting – Thursday, May 25, 2023 at 3:00 p.m.

Friends of the Library Book and Author Luncheon – Friday, June 2, 2023

Wolfeboro Public Library Trustees Meeting – Monday, June 12, 2023 – 3:30 p.m.

Brodie Deshaies made a motion to adjourn the meeting at 5:17 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