

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

February 8, 2021 Virtual Meeting Minutes

Linda Wilberton read the required COVID-19 Public Meetings via Electronic Media Notice.

Roll Call was read by Sandra Hurd: Attendee's stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law) - Trustees: Mike Babylon (alone), Sandra Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilberton (alone); Alternate Trustees: Nancy Bell (alone), Steve Farley (alone), Deborah Long-Smith (alone); Library Director: Cindy Scott (alone). The meeting began at 4:02 pm.

Linda asked if there were any changes or corrections to the **minutes of the January 11, 2021** meeting. Under COVID-19 - Update (page 2, 2nd line) insert "discussing" to read before discussing reducing COVID quarantining. Linda made a motion to accept the minutes as corrected and Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Treasurer's Report:

Mike mentioned that the Finance Committee will be meeting on Wednesday, February 10, 2021. He recommended that members read the investment policy prior to the meeting. Some adjustments will need to occur; there are various trust occupants available; and there is a need to identify the needs for the Stedman donation. Linda made a motion to accept the Treasurer's Report as presented and Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Librarian's Report:

The Librarian's written report is attached to these minutes. In addition:

- The Library is working with AARP to provide space for people to utilize their tax services.
- Cindy attended the virtual monthly meeting of Library Director's for New Hampshire Librarians on February 4, 2021. The attendees mainly discussed COVID-related issues, such as vaccines and sign-ups.
- The Carroll County Co-op meeting with Terry Knowles, Consultant, is on February 10, 2021 at 10 am.
- Cindy indicated that the IRS 1099 form was completed. The IRS 1096 form to be submitted had the wrong zip code.
- Under Statement of Assets and Liabilities, the Stedman donation is temporarily in the People's Bank account; and the Materials Trust Fund includes the Lawall Fund. Disbursements will be discussed at the Finance meeting.
- Under Budget vs. Actuals, Lori Pankowski, Administrative Assistant, under the guidance of Cindy, created a spreadsheet for Library use of monthly costs and totals against the amounts that have been budgeted.

Old Business

Committee Reports:

Building:

- Refer to the attached Librarian's report.
- One other issue was the chilly temperature on the west side of the building (Public Safety Building side). Adjustments are being made with the heating system.

Sign:

The Town has indicated that the proposed signage is too large (square footage). The goal is to submit the information; get rejected; and request a variance in order to proceed.

Landscaping:

A Request for Proposal (RFP) has to be submitted to the Town Hall.

Finance:

See Treasurer's Report.

Other: None

Library Foundation - Report:

Candace mentioned that there is a meeting tomorrow and a new member has joined the Foundation. Otherwise, there are no new updates.

Friends of the Library - Report:

The Friends approved the following for the Library:

- Technology upgrades (\$3,000.00)
- Permission over the course of the year for the Children's Librarian to purchase items for the Children's Room (\$2,000.00)

Annual Report – Town & State:

Cindy submitted the Town Annual Report. The State Annual Report, which includes additional questions (statistics etc.) on COVID-related issues, is being completed for submittal by May.

COVID-19 – Update:

The Library continues to adjust to changing CDC and State COVID-19 guidelines. Staff have consistently been maintaining safe cleaning procedures, and continue to devote extra time on their part to ensure things get done. The Town Human Resources (HR) Department has been very helpful.

2021 Budget – Update:

So far there are no cuts to the Library budget. The budget, as submitted, will be there for the Town vote.

Other Old Business: None

New Business

NHLTA Roundtable – Report:

Deborah and Sandra attended the New Hampshire Library Trustees Association (NHLTA) virtual Roundtable for Trustees on January 27, 2021. The following are some key points taken from the meeting:

- Out of 100 participant openings; 98 signed up
- Trustees from libraries throughout the State of NH shared their contributions on positive things coming out of the pandemic:
 - Home delivery of books to the community
 - Newsletter, a new vital source for the community, especially for the homebound
 - More crafts (take and make at home)
 - Assist individuals with COVID vaccine sign-ups
 - Virtual cake baking contest
- Lori Fisher, Administrator of Library Operations for the NH State Library, provided lots of information, such as:
 - A Library Director's three series presentations in February, March and April on HR issues, such as hiring and employee evaluations.
 - Golden opportunity for Libraries to step up and assist the community with COVID vaccine sign-ups (which the Wolfeboro Public Library is already doing)
- Katrinka Pellechia, NHLTA President, mentioned that the virtual spring conference will be May 12-13, 2021. Attendees will have to choose between programs this year
- A good portion of the roundtable was on COVID-related issues.

Energy Committee – Report:

Doug mentioned that solar is primarily the main focus. At this point the committee needs to come up with some goals. There was mention that the costs may be higher due to maintenance, security and landscaping controls; however, the committee is continuing to move ahead with solar and needs to come up with solutions.

Donations & Grants:

- Jutras Fund \$700.00
 - Backingham Donation \$250.00
 - Miscellaneous \$183.71
- Total: \$1,133.71

Linda made a motion to accept the three monetary donations. Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Other New Business:

The Library is in need of exhibits for display (walls and/or cases). One previous exhibit was from the Libby Museum.

Nonpublic Session: Statutory RSA 91-A:3, II(a) – not sealed

Public Session: Doug made a motion to leave the nonpublic session, seconded by Candace. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and the motion passed at 5:06 pm.

Cindy Scott's Salary Adjustment:

Sandra made a motion to approve the Town of Wolfeboro Budget Committee December 22, 2020 approval of a raise for Library Director Cindy Scott of an additional 2.5% to \$70,184.00. This is based on the approval of the General Fund Operating Budget approved by voters on March 9, 2021. The motion was seconded by Linda. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

It should be noted that salaries for Cindy, along with two other long-time serving department heads, have lagged behind over many years.

Doug made a motion to end the meeting, seconded by Sandra. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously. The meeting adjourned at 5:10 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

- Carroll County Co-op with Terry Knowles, Consultant – February 10, 2021 @ 10 am.
- Regular Trustees Meeting – Monday, March 8, 2021 @ 4 pm.
- Town & School Elections – Tuesday, March 9, 2021 (Great Hall 8:00 am – 7:00 pm)

Note: Minutes are UNAPPROVED until voted on by the Board.

Nonpublic Session Minutes

[INSERT NAME OF MUNICIPALITY AND BOARD]

Date: 02/08/2021 Wolfeboro Public Library Board of Trustees

- Members Present:
- [board member name] Mike Babylon
 - [board member name] Sandra Hurd
 - [board member name] Doug Smith
 - [board member name] Candace Thayer
 - [board member name] Linda Wilberton

Motion to enter Nonpublic Session made by Sandra Hurd seconded by Doug Smith

Specific Statutory Reason cited as foundation for the nonpublic session:

- RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*
- RSA 91-A:3, II(b) *The hiring of any person as a public employee.*
- RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*
- RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*
- RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call vote to enter nonpublic session:

[name] <u>Mike Babylon</u>	<input checked="" type="radio"/>	N
[name] <u>Sandra Hurd</u>	<input checked="" type="radio"/>	N
[name] <u>Doug Smith</u>	<input checked="" type="radio"/>	N
[name] <u>Candace Thayer</u>	<input checked="" type="radio"/>	N
[name] <u>Linda Wilberton</u>	<input checked="" type="radio"/>	N

Remove public meeting tape (if applicable).

Entered nonpublic session at 5:00 a.m./p.m.

Other persons present during nonpublic session:

Library Director: Cindy Scott
Alternate Trustees: Nancy Bell, Deborah Long-Smith,
Steve Farley

Description of matters discussed and final decisions made: The Board of Trustees needs to make a motion to approve the Town Budget Committee approval of a raise for Cindy Scott. A motion by the Trustees will be made once we leave the Nonpublic Session.

We discussed info gathered from the Town Finance Director Kathryn Carpenter:
- Salary is not effective until after the March 9 2021 vote if the General Fund Operating Budget is approved by voters; then a salary increase will take effect the w/o March 14 2021.
- Cindy Scott will need to file a Payroll Report w/ the Trustees Feb. 8, 2021 minutes attached.

Note: Under RSA 91-A:3, III. Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

Motion to leave nonpublic session and return to public session by Doug Smith, seconded by Candace Thayer.

Motion: PASSED / DID NOT PASS (circle one) After going back to Public Session.

Nonpublic meeting tape removed, public meeting tape replaced (if applicable).

Public session reconvened at 5:06 a.m./p.m.

Motion made to seal these minutes? No If so, motion made by _____, seconded by _____, 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
 Render a proposed action ineffective
 Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to seal minutes:

[name]	Y	N
[name]	Y	N
[name]	Y	N
[name]	Y	N
[name]	Y	N

Motion: PASSED / DID NOT PASS (circle one)

These minutes recorded by: Sandra Hurd