

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

May 10, 2021 Virtual Meeting Minutes

Linda Wilburton 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 (wife Ivette), Sandra Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilburton (alone); Alternate Trustees: Nancy Bell (alone), Steve Farley (alone), Deborah Long-Smith (alone); Library Director: Cindy Scott (alone); Selectmen's Liaison: Linda Murray (alone). The meeting began at 4:05 pm.

Linda asked if there were any changes or corrections to the **minutes of the April 12, 2021** meeting. Under COVID-19 (page 2, line 4) the beginning should read The Board agreed to dispense with the ...; Under Donations (page 4, 1st paragraph, line 1) replace month's with month. 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 Wilburton all voice voted yes and it passed unanimously.

Treasurer's Report:

- Claudia Shilo of Ballentine Partners will be providing feedback on:
 - Rebalancing the funds
 - Revising the investment policy
- Mike will address separating out the Stedman Fund as it is presently merged with other funds.

Librarian's Report:

The Librarian's written report (to be provided later this week) is included with the minutes in the binder at the Library. In addition:

- The completed annual report was submitted to the State.
- Nancy and Sandy attended the New Hampshire Library Trustees Association (NHLTA) virtual Orientation Workshop on April 24, 2021. Some comments:
 - The Trustee Manual is being updated
 - NHLTA.org website: resource for trustees
 - NHLTA has a scholarship fund available to library staff and trustees (i.e., attend a conference)
 - Provided useful information
- The old library hours were reinstated last week.

Public Input: None

Old Business

Committee Reports:

Building:

Waiting on Milestone for springtime projects.

Sign:

A request for variance has been submitted. A public hearing date is to be scheduled in June.

Landscaping:

The Request for Proposal (RFP) has been sent out for the landscape project. The RFPs are due to the Town Hall by Monday, May 24, 2021. The public meeting will likely be held in the Great Hall at 12:30 pm on that day.

Finance:

See Treasurer's Report.

Other: None

Generator RFP – Discussion:

The next step is to write the RFP for the Generator.

Library Foundation - Report:

- The next meeting will be in June.
- The Foundation Board approved the final copy of the brochure.

Friends of the Library - Report:

- A newsletter will be published in the next week or two.
- A book sale will be held in late July.

COVID-19 – Policies & Procedures – Review and Approval:

Refer to **Meeting Room Use and Policies**

Meeting Room Use and Policies – Review, Discussions & Update:

Doug made a motion to approve the Wolfeboro Public Library Meeting Room Policy and Rules as revised today. Linda seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilburton all voice voted yes and it passed unanimously.

Trustees Meetings – Discussion on Virtual, In-Person, Hybrid:

The Board agreed to move from virtual to hybrid at the next meeting in June.

Other Old Business: None

New Business

Staff Resignations – Update & Process Review:

The Board agreed to hire within to replace two employees that resigned from their positions (technical services and circulation) and then advertise any positions that remain.

By-Laws Annual Review – Discussion:

Board members should review the by-laws in order to discuss and make any changes to the by-laws at the next meeting in June.

Stored Items – Update:

Assistance is needed to retrieve remaining Library materials stored off-site during the Library renovation; and to move furniture and reorganize a closet in the Library.

Donation Policy – Review:

Doug made a motion to approve the Wolfeboro Public Library Donation of Books, DVDs, and CDs new draft dated May 3, 2021 with revisions discussed. Linda seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilburton all voice voted yes and it passed unanimously.

Donations & Grants:

GWAC Grant	\$100.00
Widmer Fund	\$454.00
Green Fund	\$500.00
Miscellaneous	\$52.04
Total:	\$1,106.04

Linda made a motion to accept the four donations for a total of \$1,106.04. Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilburton all voice voted yes and it passed unanimously.

Other New Business:

The Library is planning an open house in July coinciding with the Friends of the Library book sale.

Non-Public -

Linda adjourned the meeting at 5:18 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

- NHLTA Virtual Spring Conference – May 12-13, 2021 @ 9:30 am
- NHLTA Virtual Workshop – Monday, June 7, 2021 @ 3 pm (register by June 1)
- Regular Trustees Meeting (**Hybrid**) – Monday, June 14, 2021 @ 4 pm
- Municipal Trustees Virtual Training Workshop – Thursday, June 20, 2021; 9:00 am – 3:00 pm

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