

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

## **June 14, 2021 Meeting Minutes**

Present - Trustees: Mike Babylon, Sandra Hurd, Doug Smith, Linda Wilburton; Alternate Trustees: Nancy Bell, Steve Farley, Deborah Long-Smith; Library Director: Cindy Scott; Selectmen's Liaison: Linda Murray. The meeting began at 4:00 pm.

There were no changes or corrections to the **minutes of the May 10, 2021** meeting. Linda made a motion to accept the minutes. Doug seconded the motion. Mike Babylon, Steve Farley, Sandra Hurd, Doug Smith and Linda Wilburton all voted yes to approve the minutes and the motion passed.

### **Treasurer's Report:**

- Fidelity will be contacted to update to a dividend investment.
- Waiting on a follow-up response from Claudia Shilo of Ballentine Partners.
- The paperwork is done on the Fidelity account for the Kenneth Stedman Trust and the application is being completed.

Mike made the following **Resolution**:

- 1) I make a motion to transfer the Kenneth A. Stedman Trust from People's Bank to an account in Fidelity Investments.
- 2) Amount and investment materials to be determined.
- 3) Mike D. Babylon, Doug W. Smith and Linda S. Wilburton will be the authorized persons on the new account.

Mike made a motion to accept this resolution. Linda seconded the motion and it passed unanimously.

- 50% of the budget will be spent by the end of June. Everything is on track except for Dues and Fees due to advertising this year.

Linda made a motion to approve the Treasurer's Report. Sandy seconded the motion and it passed unanimously.

### **Librarian's Report:**

There is no Librarian's written report this month.

- The library has applied for a grant through the American Rescue Plan. This guaranteed funding would enable the library to obtain items like Launchpads, backpacks containing educational materials, tent canopy for outside learning, etc.
- The library newsletter is back again.
- Received a lot of positive comments from patrons about the new Library.
- Usage numbers are slowly increasing –
  - Increase in library cards
  - In person story times (toddler/preschool) are very popular
  - Bedtime story times
- Waiting for the Towns' insurance company to inspect the new library. An appraiser needs to be hired to insure certain items in the library and obtain a rider on the insurance policy.
- Board members were informed about a First Amendment Audit, which is basically photographing or filming a public space and then posting on Facebook, YouTube, etc.

**Public Input:** None

**Old Business**

**Committee Reports:**

**Building:**

Milestone has completed some of the work (i.e., soffits). Items to still be addressed are the basement and lighting issue on the side of the building that is lacking a shield.

**Sign:**

A lot of progress has been made. The variance passed and the process is nearing completion.

**Landscaping:**

Four firms responded to the Request for Proposal (RFP) for the landscape project. Following interviews, the Landscaping Committee chose Horsley Witten Group. Doug made a motion to hire Horsley Witten Group to do the landscape design work at the library. Mike seconded the motion and it passed unanimously.

**Finance:**

See Treasurer's Report.

**Other:** None

**Library Foundation - Report:**

- The Wolfeboro Public Library Foundation brochure has been completed.
- The Foundation Board is working on updating their website on new missions (energy efficiency/furniture/landscaping/unrestricted funds).

**Friends of the Library - Report:**

- A book sale will be held at the Library's Open House on July 31, 2021. Books in good condition can be donated prior to the event.
- A lot of new members have joined the Friends.
- The Friends have received more donations.

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

- Six-foot social distancing is encouraged.
- Masks are optional.
- All restrooms are open effective June 15, 2021.

**Meeting Room Use and Policies – Review, Discussion & Update:**

Sandy made a motion to raise occupancy in the Bradley Room to 30 occupants and the Beaver Room to 12 occupants. The other two meeting rooms will remain at four occupants per room. Doug seconded the motion and it passed unanimously.

**2022 Budget – Planning:**

A Budget Sub-Committee consisting of Steve Farley, Cindy Scott, Doug Smith and Linda Wilburton will meet to prioritize what to include in the CIP and operating budget.

**By-Laws – Review & Discussion:**

The Board agreed to remove Section 6.7: Building Committee under Article 6: Committees in the Wolfeboro Public Library Board of Trustees By-Laws. Members will review the updated copy and vote at the next meeting in July.

**Personnel Changes – Update:**

- For the first time, staff will be allowed to take summer vacations.
- Due to two staff retirements, other staff have been promoted into various positions.
- The library is advertising for a 15 hour/week position.

**Other Old Business:**

The library is seeking a handyman that is insured to assist with various tasks in the building.

**New Business**

**Open House – Discussion:**

There will be an Open House on Saturday, July 31, 2021. Further details will be forthcoming.

**Alternative Trustees – Update:**

Alternate trustees need to send a letter or email to Linda (copy Cindy) by July 1, 2021 expressing an interest to continue as an alternate trustee.

**Donations:**

Miscellaneous \$56.65

Linda made a motion to accept the donation of \$56.65, Doug seconded the motion and it passed unanimously.

**Other New Business:**

Linda made a motion to close the library Saturday, July 3, 2021. Doug seconded the motion and it passed unanimously.

Linda adjourned the meeting at 5:43 pm.

Respectfully submitted,

Sandra Hurd  
Secretary

**Upcoming Meetings/Events:**

Regular Trustees Meeting – Monday, July 12, 2021 @ 4 pm

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

