

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

**Bradley Room**

**August 14, 2023**

Present - Trustees: Brodie Deshaies (Treasurer), Steve Farley, Nancy Bell (Secretary), Alternate Trustee: Sandra Whittier, Library Director: Alison Rutley, Representative to Board of Selectmen – Linda Murray. The meeting was called to order by Brodie Deshaies at 3:43 p.m.

Sandy Whittier was designated as a voting member for this meeting.

## **Approval of Minutes**

Corrections to the minutes of July 10, included the elimination of a 0 before support under Paragraph one of the Librarian's Report – line four; Page two under Policy and Procedures committee - the addition of the word "room", after meeting on line one of paragraph one; and on page three under Discuss Trustees Bylaws, the addition of the phrase "for the proposed bylaws" at the end of the first sentence "motion to removed section 3.9 and renumber sections 3.10 to 3.9" for the proposed bylaws. Steve Farley made a motion to approve the minutes of the July 10, 2023, as corrected. Sandy Whittier seconded the motion, and all voted in favor.

## **Treasurer's Report**

Brodie reported that the Trustees of the Trust Funds had closed the Town Private Public Library Fund in the amount o \$5.80. Two checks were received for this amount. The deposited check was placed in the Library's private fund account, the other check being returned. Brodie is working on the investment guidelines update. Also included in this update will be recommendations on the Stedman Trust. Current investments appear steady. Brodie will propose removing funds from M & T bank to NH Trust at a subsequent meeting.

## **Librarian's Report**

Alison Rutley presented the Librarian's report.

Statistics reported for the month of July 2022 vs. July 2023:

Patron Count – Non resident paid cards – up 38%

Hoopla: Up 16%

Meeting Room usage: Up 5%

Programs: Adult attendance – up 228%

Patron Assistance – Up 22%

Museum passes – up 45%

An updated list of Trustee Committee assignments was distributed.

The MOU with the town has been signed by the Board of Selectman effective July 23. Copies will be maintained electronically and in the Library office.

## **Solar Library Project Update**

Grants that had been applied for were not successful, however, Nancy Hirschberg is working on a status update. Our application is still open, and we will hear in September regarding any

additional federal funding available. We will be taking part in the December grant process to be awarded next June. Nancy and the Wolfboro Energy Committee will be working with library administration on other additional funding opportunities.

### **Building Update**

The AC condenser issue has been handled by Wicked Cool at a significant cost saving. The contract with our present vendor will expire on August 31 and a new agreement with Wicked Cool will take effect.

A leak which was thought to be part of the sprinkler system was found to be a foundation leak caused by water seeping back into the basement. This looks to be an easy to fix situation and work has been scheduled.

Parts to repair the parking lot security camera should arrive soon. Knight Security will install the parts as soon as received.

The 2023 library budget included the use of \$8,000 from donations and grant money to install a security door to the work area behind the circulation desk. An estimate has been received from Milestone Construction. This door will match other surrounding doors. The total estimate is about \$1,200 higher than the budgeted amount but will be allocated within the current budget. The work will be completed shortly.

Alison will be attending a Wolfboro Department Head meeting to discuss the 2024 budget on Thursday, August 17 at 11:30 a.m. Also distributed is the 2024 Budget Review Meeting Schedule.

### **WPL Budget – 2024 (moved ahead of the Public Input item.)**

Allison is receiving notification from vendors of prices increase for the upcoming year. These will be added to the preliminary budget figures. Cindy Scoot has been very helpful with the 2024 budget development.

Steve Farley noted that he is no longer on the Landscape Committee.

Brodie suggested that Chairs should be designated on the Trustee Committee assignments. Alison will revise the list with these changes.

### **Public Input (not needed)**

### **Old Business (none)**

### **Other Old Business**

Linda Murray stated that it is important that the library should know what is being spent to date on health insurance. She is working on an update from the town.

Discussion was held as to how the June 19 Holiday (June Teenth) was to be addressed for staff who had worked. Steve Farley made a motion to give employees who worked on June 19th a

floating holiday to be used during 2023. The motion was seconded by Brodie Deshaies. All voted in favor.

### **New Business**

#### **Human Resources Committee**

The committee continues to work on positions. The Custodian and Library Clerk appear to be finished.

Brodie made a motion to vote to accept the position changes proposed by the HR Committee as presented for Administrative Assistant and Library Assistant for Youth Services and Circulation. The motion was seconded by Sandy Whittier and all voted in favor.

#### **Policy and Procedures Committee**

Code of Conduct: Brodie Deshaies made a motion to accept the update to the Code of Contact Policy to include:

14. Parents should also be aware that the Library does not filter or block internet sites on public computers in accordance with The American Library Association's recommendation. ("Internet Filtering: An interpretation of the Library Bill of Rights"

[http://www.ala.org/avoacy/intfreedom/libraruybill/inerpretations/internet-filtering.\)](http://www.ala.org/avoacy/intfreedom/libraruybill/inerpretations/internet-filtering.)

Policy and Guidelines for Public Internet: Brodie made a motion to remove the statement "Anyone under 18 years of age must have a Parental/Guardian Internet Permission form on file before using a computer for Internet access."

The motion was seconded by Steve Farley and all voted in favor.

#### **Finance Committee Update – Recommended BOT Bylaw Change**

Review of section 4.5: Treasurer. This section regards oversight duties such as how to use QuickBooks. An addition was proposed to the oversight duties to include the reconciliation of statements as follows: Section 4.5(a): The Treasurer shall be responsible for all financial records and shall reconcile or review all reconciliations of the Wolfeboro Public Library's financial and investment statements. The recommendation for the Board of Trustees Bylaw Change will be distributed before the next scheduled Trustees meeting.

#### **Town Employee Appreciation Day – September 15, 2023**

Library Staff have decided that the library will remain open on this day and staff will attend the events in shifts going back and forth at their discretion. Brodie made a motion to extend the appreciation and gratitude of the Trustees to the Library staff for staying open on that day as a formal thank you. The motion was seconded by Steve Farley. All voted in favor. A draft letter will be prepared to be signed by Doug Smith, Chair, to be sent to staff.

#### **Wolfeboro Public Safety Building - Logistics Plan Update.**

An update was presented to the Board of Trustees as received from the Town regarding the use of portions of the back parking lot for staging for the project.

### **Landscaping Project Update**

Questions were asked about how the work on the Landscaping Plan will be affected by the Public Safety Building Renovation Plan. It appears that the drainage issue should be easily fixed, and the ADA can be repaired. We will move forward with drainage and also concentrate on the front of the building. Discussions have been held with Horsley Witten. We will be looking for a five-year warrant article to implement the use of existing funds that will not be spent in this current year but will require voter approval with a zero-dollar tax impact. A discussion about the revision to the warrant article was held.

Brodie made a motion to keep the Maple tree by the corner of the Library and South Main Street if possible. The motion was seconded by Steve Farley. All voted in favor. Alison will present this proposal to the town.

### **Library Generator Update**

Barry Muccio is working on an update as to the actual cost of the generator. It is estimated to be approximately \$154,000. We will need to develop funding for the excess amount of the cost when obtained. The generator is expected to arrive in Wolfeboro in September.

### **Other New Business**

Steve made a motion to rescind the old treasurer's oversight duties. The motion was seconded by Brodie. All voted in favor.

### **Grants and Donations**

Donations \$35.03

Grants: New Hampshire Humanities Council \$600.00

Steve Farley made a motion to accept the amount of \$636.03 as grant and donations. The motion was seconded by Brodie Deshaies. All voted in favor.

Alison spoke of the timeline needed for personnel changes anticipated at the library. She will proceed with changes as suggested by the Board of Trustees. The PAR will be forwarded to Doug for signature regarding status changes of current personnel.

### **Upcoming Meeting/Events**

**Policy and Procedures Committee – Thursday, August 24 at 3:00 p.m.**

**Human Resources Committee – Monday, August 28 at 2:30 p.m.**

**Finance Committee Meeting – Tuesday, August 29 at 10:00 a.m.**

**Board of Trustees Regular Meeting – Monday, September 11, 2023, at 3:30 p.m.**

Steve Farley made a motion to adjourn the meeting at 5:08 p.m. The motion was seconded by Sandy Whittier. 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**