

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

## **September 13, 2021 Meeting Minutes**

Present - Trustees: Mike Babylon, Sandra Hurd, Doug Smith, Linda Wilberton; Alternate Trustees: Nancy Bell, Steve Farley, Deborah Long-Smith; Library Director: Cindy Scott. The public hearing began at 4:01 pm.

A motion was made by Sandy to accept the funding representing a grant to the Library from the Wolfeboro Public Library Foundation in the amount of \$15,998 for the architectural landscaping design. Doug seconded the motion and it passed unanimously.

The public hearing closed at 4:04 pm.

Notice was given that a non-public session would take place at the end of the meeting regarding personnel under RSA 91-A:3, II(a).

The regular meeting began at 4:05 pm.

There were corrections to the **minutes of the August 9, 2021** meeting as follows:

- Under Librarian's Report (page 1, line 5) replace the comma with a period after "Room" and then replacing the remaining sentence with the following: The PA system, Sprout Backpacks and TV Story Time were paid by a grant from the Institute of Museum and Library Services and the NH State Library. Museum/attraction passes were paid for by the Friends of the Library.
- Under Librarian's Report (page 1, 4<sup>th</sup> bullet, last sentence) replace to read: The Thayer Local History and Genealogy Room with representatives from the Lakes Region Genealogy group was heavily visited, and many visitors applied for library cards.
- Under Librarian's Report (page 1, line 12) the last name of the architect should be Lamarre.
- Under Capital Improvement Submittals: Landscaping (page 2, line 1) after "providing" it should read "information for" the CIP Committee....
- Under Capital Improvement Submittals: Landscaping (page 2, line 3) "by the Library" should be replaced with "from the Library".
- Under Capital Improvement Submittals: Landscaping (page 2, line 5) "Can" should be replaced with "could".
- Under Capital Improvement Submittals: Landscaping (page2, line 6) remove "fully".

Doug made a motion to accept the minutes as amended. Mike seconded the motion and it passed unanimously.

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

Cindy and Mike attended a virtual workshop on handling trustee funds with Terry Knowles.

- The Huebner-Raddin fund: can only spend the Interest/Dividend income, not the principal. If the balance falls below \$10,000 (even close to this amount) then it can't be touched until the market recovers or the dividends/interest adds into a balance over \$10,000.
- Ballentine Partners will no longer be used as the Trustees investment service because it doesn't meet the requirements of New Hampshire Revised Statutes Annotated (RSA's). Mike is waiting to hear back from Fidelity to determine if they have a professional management investment fund that will meet this requirement.

- Funds from the Schroth and Stedman funds can be used for the next budget towards i.e., landscaping, furniture, fixtures.
- Changes to the investment policy will require resubmitting new information to the Attorney General.
- Budget into next year on anything not spent.
- Town is holding wages/benefits this year. Auditors haven't told us what we need to give back to the Town.
- The Stedman fund was received in 2020. Monies from this fund could have been spent in 2020 but it wasn't budgeted in 2021 so we are unable to spend it in 2021.
- Advertising is over budget.
- Cindy is attending a budget hearing with the town manager tomorrow.

**Librarian's Report:**

- Looking at a company that does Library websites.
- Any money left could be used for building-related items.
- Some comments that staff received from patrons about the library:
  - "Fantastic resource for the home-school community"
  - "Most incredible library"
  - "Likes the changing displays"
  - "Sprout Backpacks are awesome"
  - "Love the fish on the TV screen in the Children's Room"

**Public Input:** None

**Old Business**

**Committee Reports: Updates**

**Building:**

- The lighting for the library sign is not up yet as the sign company needs approval from the Town's Code Enforcement Officer.
- Milestone has one remaining issue to address than their business is complete.
- The plumber used in the past will look at the old pump in the basement.
- Next year's budget will include the cost to clean the outside of the building in the spring.

**Sign:**

The library sign is installed.

**Landscaping:**

- The Design Charette of the architectural landscaping design will be open to the public on Tuesday, September 21, 2021 from 11 am – 1 pm. The beginning and end of this day is for Stakeholders (virtual and in-person is available). The Public Charette (virtual) will be held on Thursday, September 30, 2021.

**Finance:**

See Treasurer's Report.

**Library Foundation - Report:**

Refer to the public hearing comments at the start of these minutes. The Foundation will be meeting (virtual) on September 21, 2021.

**Friends of the Library - Report:**

- A book truck for the Children’s Librarian was funded by the Friends.
- A new treasurer will be stepping in.
- Looking for another panel discussion for an author next year.
- Meetings will be virtual until further notice.
- Discussion about a program with local authors.

**2022 Budget – Discussion:**

- **Operating Budget**  
Health insurance is now taken out of the budget (town takes care of this). Furniture/fixtures is to be paid by trust funds and donations.
- It’s a 0.6% budget increase.

Doug made a motion to adopt the Board of Trustee’s operating budget for 2022. Linda seconded the motion and it passed unanimously.

- **Capital Improvement Submittals**  
No additional information at this time.

**Job Openings – Update:**

- Library Assistant-Circulation position – completed
- IT Coordinator – completed; Mike Babylon will be stepping down as Library Board of Trustee and Treasurer once the hiring requirements are completed.
- Library Director – the Search Committee has posted the advertisement for the Library Director position.

A trustee/treasurer position will be discussed at the next board meeting.

**Other Old Business:** None

**New Business**

**Library Fall Hours – Discussion & Approval**

Starting October 12, 2021 (after Columbus Day) the library hours for the Fall will be changed. Linda made a motion to change the library hours to 9:30 am – 7 pm during the week and from 9:30 am – 4 pm on Fridays and Saturdays. Mike seconded the motion and it passed unanimously.

**Staff Training Day – Discussion & Approval**

Sandy made a motion to close the library on Friday, October 15, 2021 for an all-day staff training on new technology. Doug seconded the motion and it passed unanimously.

**Donations & Grants:**

Crootof	\$250.00
Miscellaneous	\$ 56.69
<b>Total</b>	<b>\$306.69</b>

The Crootof donation is for downloadable books. Linda made a motion to accept the donation of \$306.69. Mike seconded the motion and it passed unanimously.

**Other New Business:**

**Non-Public Session:** Minutes for Statutory RSA 91-A:3, II(a)

**Public Session:** Doug made a motion to leave the non-public session, seconded by Linda. The motion passed and the public session reconvened at 6:00 pm.

Sandy made a motion for Joyce Davis and Jeanne Snowdon to be appointed co-interim directors from November 1, 2021 to December 31, 2021 and to increase their wages for both months. Steve seconded the motion and it passed unanimously.

Sandy made a motion for Lori Pankowski to receive a stipend each month based on increased responsibilities during the months of November and December 2021. Steve seconded the motion and it passed unanimously.

Sandy made a motion for Joyce Davis to be granted a waiver to accrued leave time to carry over any excess over 350 hours from 2021 to 2022. Steve seconded the motion and it passed unanimously.

The Town attorney should be contacted to determine whether money can be taken out of trust or from one department to another for expenses incurred during the library director search.

Linda adjourned the meeting at 6:05 pm.

Respectfully submitted,

Sandra Hurd  
Secretary

**Upcoming Meetings/Events:**

- Library Foundation Meeting – Tuesday, September 21, 2021 (virtual)
- Charette of the architectural landscaping design for public viewing – Tuesday, September 21, 2021 from 11:00 am – 1:00 pm.
- The Public Charette (virtual) of the architectural landscaping design will be held on Thursday, September 30, 2021. Time TBD.
- Regular Trustees Meeting – Monday, October 4, 2021 @ 4 pm (1<sup>st</sup> Monday of the month)

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