

## **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

**Bradley Room  
August 8, 2022**

Present - Trustees: Nancy Bell, Stephen Farley, Deborah Long-Smith, Doug Smith, Linda Wilberton, Alternate Trustees: Sharon Marigliano, Sandra Whittier, Co-Acting Director: Joyce Davis, Co-Acting Director and Children's Librarian: Jeanne Snowdon, Representative to the Board of Selectman: Linda Murray, Consultant: Cynthia Scott. The meeting was called to order by Linda Wilberton at 3:32 p.m.

Introductions and welcome were presented to the new alternates members by the Board of Trustees.

### **Approval of Minutes**

A correction was made to the minutes of the July 11 meeting. The section of the Librarian report presented by Jeanne Snowdon should have read: Also happening are book chats for different age groups, art class, a musical performance in Cate Park by Mr. Aaron, the movie "Finding Nemo" and in August the Squam Lake Science Center will present "Turtles of NH" sponsored by the NH Charitable Foundation.. A motion was made by Deborah Long-Smith to accept the minutes of the June 11 meeting as corrected. The motion was seconded by Doug Smith. All voted in favor and the motion passed.

It was determined that there would be a need to enter into NonPublic Session for reasons stated in RSA 91-A-3, II (a) and RSA 91-A-3, II(e).

### **Treasurer's Report**

Deborah Long Smith presented the Treasurer's report with assistance by Cindy Scott. Donations and Fines income is lower that anticipated. An explanation of gifts/grants, custodial services and several other areas of the budget was presented. It was explained that donation money can be treated as available income, but trust monies need to meet certain conditions before becoming available for expenditures. Trust fund money is generally specific as to how it can be spent.

Information about a memo received from the Town Finance Director was presented. A meeting will be held on August 24 to help determine the specific budgetary status. A new report was presented to the Trustees to assist in this review.

A motion to approve the Treasurer's report was made by Linda Wilberton, seconded by Steve Farley. All voted in favor.

## **Librarian's Report**

Joyce Davis presented this Librarian Report: Programs and events included 2<sup>nd</sup> Tuesday Book discussion, Tuesdays Tech Help, Friends Book Sale and Open House, Book Discussion at Sugar Hill, Fierce Females: Women in Art, Friday Classic Film and Artist's Paint-Around with Pastel. Attendance of 50 for 5 library programs.

Library Cards: 44 new, 141 renewals, 6 students, 34 non-residents. July Meeting Room usage = 163 up 28% from June. Individual visits also increased. Online checkouts accounted for 18% of total checkouts. Physical checkouts were down slightly from July 2021.

The Friends held a one-day book sale which was very successful.

Annual maintenance has been completed by Granite State Plumbing & Heating, Capitol Fire, and Knight Security on their systems.

Jeanne Snowdon presented this Librarian Report: The Summer Reading Program has been a success to date. There have been 123 children register. They complete the reading challenge of ten reading activities and bring back their card for a free book and bookmark. A drawing will be held for each age group on August 12 for one of three gift baskets. Weekly trivia questions have been ongoing for the past 6 weeks. Two winners each week have received ice cream prizes at Yum Yum or Baileys.

Approximately 70 people attended the musical program in Cate Park with Mr. Aaron. Some people stopped to listen as they were going by. The weather was perfect. Kids and parents had a great time. This was made possible by a donation from the Friends.

Art class registration is filled for August 17<sup>th</sup>!

Squam Likes Science Center will present Turtles of NH sponsored by the NH Charitable Foundation's Nicole Jutras Fund. Due to Covid only outdoor events can be scheduled at this time. The parents of some attendees contacted the director at the Nick who volunteered the use of the facility for which we are very grateful.

Jeanne will be at the docks for the 150<sup>th</sup> anniversary event for the Mt. Washington as well as being busy with the summer reading program, story time, Boat Museum in the morning, and the Turtles of NH event. A very busy day!

## **Public Input (None)**

## **Old Business:**

## **Committee Reports – Update**

**Landscape** – A tour of the planned landscape area will take place on Tuesday at 9:30 for those who have expressed an interest in bidding on the project.

## **2023 Budget and CIP**

A detailed review of the draft for the 2023 budget was presented by Cindy Scott and Joyce Davis. Each part of the draft budget including income and expenditure was discussed.

Discussion also included funds that had been allocated, but not spent from the building project and the need to repair the deficiency in the original design to correct the handicap access at the front of the building. A CIP Project Request will be required at a later date.

The CIP for the Generator was also reviewed. A purchase order is in place. A propane tank will need to be obtained.

A CIP for Solar Panels for possible action in 2024 is also in process.

Steve Farley left the meeting at 5:00 p.m. Sharon Marigliano was determined to be a voting member.

A motion was made by Doug Smith to approve the CIP for the Solar Installation Project for 2024 as presented. The Library Foundation will handle any adjustment in the final total if needed. Linda Wilberton seconded the motion. All voted in favor.

## **Committee Assignments/Discussion**

It was decided to table this discussion to the next regular meeting to enable the trustees to review handouts presented and determine areas of interest.

## **Other Old Business - none**

## **New Business**

### **Approve Holiday Calendar**

A proposed Holiday Schedule was presented. The dates of the calendar will mostly coincide with the Town Schedule. Linda Wilberton made a motion to approve the Holiday Calendar as presented. Doug Smith seconded the motion. All voted in favor.

### **Discuss September Staff Work Day**

Joyce presented the reasons to close the library for one day to allow the staff time to concentrate on accomplishing tasks that are difficult to complete when the library is open. September 23 was requested as the date for the library to close. Deborah Long-Smith made a motion to approve the closure of the Library on September 23 for an All Staff Work Day. The motion was seconded by Linda Wilberton. All voted in favor.

### **Set Date for Special Budget Meeting**

After consultation by those present August 29 at 3:30 was chosen as the meeting date.

**Grants & Donations**

Pastel Society	\$100.00
NH Humanities	\$300.00
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Miscellaneous	\$109.99
Total	\$809.99

Linda Wilberton made a motion to accept the donations and grants received. Doug Smith seconded. All voted in favor and the motion passed.

**Upcoming Meetings**

- WPL Foundation Meeting – Tuesday, August 16, at 10 a.m., Virtual
- Special Budget Meeting – Monday, August 29 at 3:30 p.m.
- CIP Committee Meeting – Friday, September 2 at 8:30 a.m., Town Hall
- Regular Trustees Meeting – Monday, September 12 at 3:30 p.m.

**Nonpublic Session**

A motion was made to enter nonpublic session at 5:43p.m. for reasons cited in RSA 91-A:3, II (a) and RSA 91-A-3, II (e)

Public session reconvened at 5:56 p.m.

A motion was made to seal the minutes by Deborah Long-Smith, seconded by Linda Wilberton. Voted in favor by Linda Wilberton, Doug Smith, Deborah Long-Smith, Sharron Marigliano, and Nancy Bell.

Linda Wilberton made a motion to adjourn the meeting at 5:56 p.m. The motion was seconded by Doug Smith. 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**