

# WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

**Bradley Room**

**April 10, 2023**

Present - Trustees: Linda Wilberton, Doug Smith, Brodie Deshaies, Nancy Bell, Alternate Trustees: Diane Bolduc (phone), Sandra Whittier, Co-Acting Director: Joyce Davis. Jeanne Snowden, Representative to Board of Selectmen – Linda Murray. Absent: Steve Farley, Sharon Marigliano. The meeting was called to order by Linda Wilberton at 3:32 p.m.

## **Approval of Minutes**

Doug Smith made a motion to accept the minutes of March 13, seconded by Linda Wilberton. All voted in favor.

Brodie Deshaies made a motion to accept the minutes of March 24, seconded by Doug Smith. All voted in favor.

## **Treasurer's Report**

Joyce Davis started the treasurer's report which was initially prepared by Cindy Scott with the town and library quick books report. Also presented was the Budget vs. Actuals report and the State of Assets and Liabilities report which were reviewed by the committee with Joyce.

Brodie reported that NH Trust was updating their portal and he would notify Lori Pankowski. There is a meeting scheduled with the Wolfeboro Trustees of Trust Funds to talk about some of the funds which are held by the funds that benefit the Library.

## **Librarian's Report**

Joyce Davis presented the report.

Statistics reported for the month of March:

Meeting Room usage up 27.5% from 2022.

Atrium Circulation up 5% from 2022.

Patron Count up 5% from 2022.

Hoopla! Up 29% from 2022.

Overdrive: Audiobook up 6% from 2022

eBooks up 7.5% from 2022

Adult program included two books discussion (one at Sugar Hill), Genealogy Wednesday with Lakes Region Genealogy and an Irish Study Group, Tech Tuesdays with Mike (expanded hours until 4:00 p.m.), Grief Support Group with VNA every Friday, two movies, Gardening Group discussion, Travel program.

Temperature issues within various rooms of the building are causing dissatisfaction. Assistance to resolve the issues is being looked for. Calls will be made to find answers. Town and/or local

suppliers will be contacted. Dakon (sic) will be contacted and asked to send someone to train employees on the system.

Work is progressing on completing the annual survey due to be filed with the State by the end of April. It is nearly finished.

The Director's office needs some minor cosmetic work. Diane will ask her husband for advice for reparation.

The new substitute circulation assistant is coming in for orientation on Tuesday after a meeting at HR at the town hall.

### **Youth Services Librarian's Report**

There were 12 Children's programs hosted with 252 attendees during March.

April is the month to celebrate Libraries and Librarians. The last week of the month is National Libraries Week. Different facts about libraries will be posted on the website and social media. A drawing for gifts cards to the bookstore downtown will be held. The drawing will be available to anyone who checks out a book or gets a new library card during the week.

School break is also the last week of the month and events will be hosted including: Lina and Ice Cream for Teens, Blackout Poetry for Teens, A craft and Movie Event and a Robotics Demonstration in conjunctions with the Brewster Academy Robotics team.

Summer Reading Program events are in the works and Challenge bags are being created.

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

### **Old Business - Committee Reports**

#### **Library Director Search Committee**

This will be covered later in Non-Public session.

#### **Landscape Committee Update**

Cindy Scott is working to coordinate necessary steps to go out to bid on the project. She has been in discussion with Brian Kuchar. We are awaiting information that will affect the specifications. The acting head of the Water Department has been contacted for requirements for irrigation installation. There is a new procedure for handling Capital Projects which we need to review. Another question involves the outdoor meeting space and architectural design.

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

Updates have been made to the Collection Development Policy, the Public Input Policy, and the MOU. These will be reviewed under New Business

### **Human Resources Committee**

This committee is not meeting until April 18. A PayScale review for all employees will be discussed.

### **Solar Project Update**

The committee met and reviewed bids. Two were received. A conditional bid by Barrington Power was awarded based on successful receipt of the grant, which is due on April 15. An additional grant is being applied for by Barrington Power.

### **Memorandum of Understanding**

The draft was reviewed, and additions and changes were discussed.

Brodie Deshaies made a motion to approve the Memorandum of Understanding as amended on April 10 and send it to the Board of Selectmen for review and approval. Doug Smith seconded the motion, and all voted in favor.

### **Other Old Business - none**

### **New Business**

#### **Election of Officers**

Brodie Deshaies made a motion to select Doug Smith as Chair of the Board of Trustees. Sandy Whittier seconded the motion. All voted in favor.

Brodie Deshaies made a motion to select Linda Wilberton as Vice Chair of the Board of Trustees. Sandy Whittier seconded the motion. All voted in favor.

Linda Wilberton made a motion to select Brodie Deshaies as Treasurer of the Board of Trustees. Doug Smith seconded the motion. All voted in favor (Brodie Deshaies abstained).

Brodie Deshaies made a motion to select Nancy Bell as Secretary of the Board of Trustees. Linda Wilberton seconded the motion. All voted in favor.

### **Review Proposed Changes to Collection Development Policy and Request for Reconsideration**

A discussion was held on the addition of the Freedom to Read Statement – Appendix B.

Brodie Deshaies made a motion to accept the change to the Collection Development Policy to include the Freedom to Read Statement – Appendix B and the addition of a paragraph to the Controversial Materials and Requests for Reconsideration as recommended by the Policy and Procedures Committee. The motion was seconded by Doug Smith. All voted in favor.

Doug Smith made a motion to adopt the Request for Reconsideration of Materials Form as submitted. The motion was seconded by Linda Wilberton. All voted in favor.

Brodie Deshaies made a motion to accept the Public Input Policy as presented for all Board of Trustee and Committee meetings. The motion was seconded by Doug Smith. All voted in favor.

**Grants and Donations**

Gifford (Bridge Club)	\$140.00
Wilberton	\$200.00
Donovan	\$100.00
Thayer	\$800.00
Miscellaneous	\$ 18.23

Brodie Deshaies made a motion to accept the amount of \$1258.23 in Grants and Donations. Linda Wilberton seconded the motion. All voted in favor.

The board entered Nonpublic session at 4:47 p.m.

Public session resumed at 6:03 p.m.

A motion was made to seal the minutes by Linda Wilberton, seconded by Brodie Deshaies because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

Roll call vote to seal the minutes:

Linda Wilberton	Y
Doug Smith	Y
Nancy Bell	Y
Diane Bolduc	Y
Brodie Deshaies	Y

The motion passed.

**Other New Business - none**

**Upcoming Meeting/Events**

Human Resources Committee Meeting – Tuesday, April 18, 2023 – 1:45 p.m.  
Policy and Procedure Committee Meeting – Thursday, April 27, 2023 – 3:00 p.m.  
Wolfeboro Public Library Trustees Meeting – Monday, May 8, 2023 – 3:30 p.m.

Brodie DeShaies made a motion to adjourn the meeting at 6:04 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**