

WOLFEBORO PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Procedure/Policy Committee Meeting  
June 6, 2019 Minutes

Attending: Doug Smith, Candace Thayer, Linda Wilberton, Library Director Cindy Scott

Doug called the meeting to order. The purpose of this committee is to review library policies and procedures and to make changes/adaptations for how we would like to operate when the building project is completed. At this initial meeting, Library Meeting Room and Library Card policies were discussed.

**LIBRARY MEETING ROOM:** This policy will need to change dramatically as we will be going from one meeting room to four. There will be a large meeting room accommodating 100-125 people, a conference room accommodating 10-16 people and two small meeting rooms accommodating 4-6 people. The local history/genealogy room can also be used as a meeting space. The number of people that can be accommodated in that room will be known after the furniture and shelving plan is determined.

Historically, the meeting room policy was very restrictive as there was only the one room. Groups, with the exception of Wolfeboro Town Government boards and committees, could only use the room four times a year. \$25 was charged for usage by non-Town government groups. Meeting Room income was:

2018	\$750	(9 months)
2017	\$625	
2016	\$900	
2015	\$700	
2014	\$700	
2013	\$575	
2012	\$500	

The first distinction the LBOT has to make for both the Meeting Room and Library Card policies is who is a resident and who is a non-resident. Do we want to continue charging nongovernment groups for the usage of these spaces? The current policy says that the individual or group booking the meeting room cannot charge a fee except for materials (as in a craft or cooking class), but did allow authors to sell copies of their books. With the additional space, there are so many possibilities – scouting troops, knitting groups, quilters using the space on weekends and after hours. What if someone wanted to give yoga lessons or other classes that would be of interest and benefit the Wolfeboro community? They would want to charge a fee for the lessons. What should be the limits on commercial usage? What if the Electric Company wanted to host a net metering session for employees of other New Hampshire towns in addition to Wolfeboro? These are a few examples of situations that the LBOT will have to consider and address. The Committee agreed that our policies should promote using these meeting spaces frequently and have a sensitivity regarding fees to make it possible for organizations such as scouting troops, stamp clubs, knitting groups, etc. to make the Library their “home”. A lot of community activity is desired.

The new building will open with a manual system for booking the meeting spaces. In time we may go to an automated system that allows the community to sign up online for the varying spaces, but it

was felt that it would be simpler to start with a manual system and make adjustments as we get used to the increased space and how it will be used and is best used. The fact that the Large Meeting Room, Conference Room and Kitchenette can be used after hours requires a thorough level of policy development.

The Committee should look at various library websites for examples of meeting room policies. The application form and policies should be on the library website. Both the form and the policies should be reviewed annually for needed tweaks and changes.

**LIBRARY CARDS:** This needs a lot of thought as the system is too complex. There are so many categories:

- Adult
- Youth
- Resident
- Non-resident
- Wolfeboro property owners
- School age ranges (both resident and nonresident) which have different limits on the number of materials that can be checked out
- Students eligible to attend schools in the GWRSD
- Nonresident taxpayers
- Multiple owners of a property who each contribute to property tax support
- Employees of the GWRSD
- Nonresident Town of Wolfeboro employees

Cards depending on category are issued for 3 months, 6 months, 12 months or 24 months. Children vs. minors need to be defined. Nonresident library cards are:

- One year at \$50
- Six months at \$30
- Three months for \$20

Library card income was \$4460 for 2018 and \$4570 for 2017. For the average Wolfeboro household, \$53 a year of their property taxes goes to the Library. 1.97% of the annual Town Budget supports the Library.

Cindy's priorities are first to develop policies on Meeting Rooms, Library Cards and Objects or Gifts in Kind prior to moving into the completed building. Cindy and Lori will go through all the policies and identify what things need to be addressed before the new library opens. Equitable and easier to manage solutions will be developed with input from the varying library boards and staff. The websites of other libraries should be checked for good examples.

Respectfully submitted,

Candace Thayer