

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
March 16, 2020 Meeting Minutes

Present: Trustees: Sandy Hurd, Doug Smith, Candace Thayer (via phone), Linda Wilberton; Alternate Trustee: Deborah Long-Smith; Library Director: Cindy Scott; Selectmen's Liaison: Q. David Bowers; Town Manager: Jim Pineo.

The Board of Trustees meeting was called to order at 5:28 pm.

Town Manager Jim Pineo gave an update on the COVID-19. He suggested that the Library consider not opening and follow the State's guidelines per the Governor. The Board agreed; Linda made a motion to close the Library effective March 17, 2020 at 9:30 am until further notice. Doug seconded the motion, and it passed unanimously.

More detailed information on options available to the public with the Library building being closed can be found on the Wolfeboro Public Library website.

There was a discussion about using the Library as an Emergency Operations Center. It was agreed that Jim could relay this information when he meets with Town officials and Huggins Hospital to utilize the Library as an Emergency Operations Center.

There were no changes or corrections to the **minutes of the February 10, 2020** meeting. Linda made a motion to accept the minutes as amended. Doug seconded the motion, and it passed unanimously.

Treasurer's Report: No changes at this point other than some issues with Fidelity that are being sorted out. As for the operating budget, the only item being addressed at this time is under electricity with some lighting issues. The Library is working with Milestone and the punch list. Sandy made a motion to accept the treasurer's report, Doug seconded the motion, and the motion carried.

Librarian's Report: To clarify some confusion; the Library does not have a Makerspace as there is a Global Awareness Local Action (G.A.L.A.) Makerspace in the works in the Town of Wolfeboro. Cindy indicated that she had submitted the State Library Annual Report.

Public Input: There was no public input at this time.

Old Business

Committee Reports - Updates: None

Building Project - Updates: More furniture is being delivered shortly to the Library.

Friends of the Library: The Friends are preparing raffle baskets (available in the Library in May) as part of the annual book and author luncheon on June 5, 2020.

Meeting Room Policy and Form - Update: Doug made a motion to adopt the Meeting Room Policy and Rules and Meeting Room Reservation Form (Drafts 3/13/20) as revised. Linda seconded the motion, and it passed unanimously.

Other Old Business: None

Other New Business:

Town Performance Review: Linda made a motion to use the Town of Wolfeboro Annual Employee Performance Review and evaluate for one year. Doug seconded the motion, and it passed unanimously.

Code of Conduct Policy – Review & Update: Doug made a motion to approve and adopt the revised Code of Conduct Policy. Linda seconded the motion, and it passed unanimously.

Donations: Sandy made a motion to accept \$1,367.69 in donations. Doug seconded the motion and the motion carried.

Other New Business: Thank you to Deborah for the planter outside the Library building!

The meeting adjourned at 6:28 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events: Regular Trustees Meeting – April 13, 2020 @ 5:30 pm