

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

April 27, 2020 Virtual Meeting Minutes

Roll Call: Attendee's stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law) - Trustees: Mike Babylon (alone), Sandy Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilberton (alone); Alternate Trustees: Deborah Long-Smith (alone); Linda Matchett (alone); Library Director: Cindy Scott (alone); Library IT Coordinator: David Baker (alone); Selectmen's Liaison: Q. David Bowers (wife present). The Board of Trustees meeting was called to order at 2:11 pm.

A correction to the **minutes of the March 16, 2020** meeting was under Librarian's Report where clarity should be replaced with clarify. Doug made a motion to accept the minutes as amended, and Linda W. seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candace Thayer (yes) and Linda Wilberton (yes) all voice voted yes and it passed unanimously.

Election of Officers: Doug made a motion to retain the same officers as last year (Linda W. – Chair/Doug – Asst. Chair/Sandy – Secretary/Mike – Treasurer) and Mike seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candace Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

Treasurer's Report:

Mike indicated that the shortfall of the second quarterly funding for 2019 has been taken care of and at present the Library is caught up; and, Fidelity forms need to be signed by Doug and Linda W. and then notarized. The Town and People's Bank can accomplish this with an appointment. Mike will mail the necessary forms for signature to Doug and Linda W.

Cindy stated that, based on the beginning of the month, electricity has been more expensive than expected.

Linda W. made a motion to accept the treasurer's report and Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candace Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

Librarian's Report: Cindy discussed the following –

- Thank you type responses from patrons via note cards, phone calls and emails have been received regarding, for example, previous curbside pickups and electronic services, such as Hoopla.
- The Library received compensation for repairs following the sprinkler system malfunction at the end of last year. Cindy proposed to the Town to allow the Trustees to use the money to replace items that were ruined by this event.

- Cindy asked for volunteers to walk around the property to pick up trash left over from construction activities and also for someone to spray paint over some older metal book trucks.

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

Old Business

Committee Reports - Updates: None

Building Project - Updates:

Interior:

- Replacement of light fixture.
- Area of standing water in basement is being addressed.
- Lights in the entryway and hallway are now on 24/7 after failed attempts to repair this issue.

Exterior:

- Rainwater drainage backup in the parking lot was addressed by the installation of a split rail fence.
- Laminate exterior needs to be adjusted.
- New seed and hay are being reapplied as the initial application was ruined due to a storm.
- Employees from the Public Works Department will be moving some furniture around.
- Offices are being set up; shelves are being moved for new units; and end panels and flat walls for the shelving were ordered.
- Outside sign is being worked on.

Library Foundation: Candy stated that a Landscaping Fund has been created to incorporate landscaping for the entire Library lot. The Foundation wants to establish a lecture series as one way to raise funds.

Friends of the Library: The annual book and author luncheon on June 5, 2020 has been rescheduled to October 16, 2020 at Bald Peak Country Club.

Investments, Account Signers, and Other Trust Fund Issues – Update: See Treasurer’s Report.

2020 Operating Budget – Update: There are no new updates. Cindy mentioned that progress is being made in the History/Genealogy Room, and relocating budget line items towards more digital resources.

Other Old Business: None

Other New Business:

By-Laws of the Trustees – Annual Review Planning: Cindy will email the By-Laws to the Trustees for review and then follow-up with discussions at the next Board of Trustees meeting.

Staffing/Hours of Service/Work from Home – Update:

- One employee is working at home.
- Staff schedules include reduced hours from 10 am to 3 pm answering phones and mental health time by taking some time off.

Re-opening Strategies & Planning – Discussion:

Once the Library is in the position to begin reopening, the thought process is to ensure that employees have the necessary PPE equipment (i.e. gloves, masks and disinfecting wipes). The first steps will entail providing curbside service and cancelling meeting room usage for May. Once the building is reopened a meeting room will be used to stage materials for different amounts of time based on the material (i.e. plastic, cardboard) before processing those items.

Cindy has been attending weekly digital meetings to stay abreast of the process of reopening safely for staff and patrons (Carroll County Library Co-Operative and Library Director’s Meetings).

Other website resources that provide information during this crisis are:

- New Hampshire Library Association
- New Hampshire Library Trustees Association Virtual Roundtable
- Some Federal level guidelines include:
 - The best way to handle materials
 - Spacing computers apart and by appointment
 - Covers for keyboards and mouses.

Donations: Linda W. made a motion to accept \$190.54 in donations and Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candace Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

Sandy made a motion to adjourn the meeting and Mike seconded the motion. The meeting adjourned at 2:52 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events: Regular Trustees Virtual Meeting – May 11, 2020 @ 2:00 pm