

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

May 11, 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 (alone). The Board of Trustees meeting was called to order at 2:14 pm.

There were no corrections to the **minutes of the April 27, 2020** meeting. Linda W. made a motion to accept the minutes and Candace 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.

Treasurer's Report:

- Balances of the four trust funds were down a little at the end of March; however, they have since gone up and the S&P 500 shows they are in great shape.
- Mike mailed out the paperwork to Fidelity after receiving the necessary forms from Doug and Linda W. (thank you). He should hear back from Fidelity in about one week.
- Mike has access to the Building Fund; he needs to complete the Authorized Person information and obtain checks for all funds.
- Finance Committee meeting will cover review of Investment Policy files, which Mike will forward to Doug and Candace.
- Cindy mentioned that income is way down, as are donations. Hoopla cost more than anticipated. \$1,000 was setup in the budget and to date \$433 has been used. The most usage has been with eBooks, followed by downloadable audio, then TV, movies, music and comics. Patrons are limited to six items per month. On the flip side, the Library is saving on programming. These monies may be put into the Hoopla account.

Sandy 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:

- With the insurance reimbursement for the sprinkler malfunction, which was deposited into accounts, the Library was able to buy some items that were damaged, including floor and counter mats. The remainder of funds will be used at the Trustee's discretion.
- Historical objects were discovered during the cleaning out of boxes. Some of the items were a letter request for Steven King, and local history papers dating to the early 1800's, such as different academics prior to and including Brewster Academy.
- Cindy and staff have been busy with projects that had to be put off during the construction phase.

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

Old Business

By-Laws-Annual Review: Section 6.7: Building Committee should be deleted and placed under Section 6.3: Facilities Committee. Everyone agreed that this should occur at the end of the warranty period.

Building Project - Updates:

- Punch list was discussed with Milestone and the architect. Areas still to be addressed are:
 - Some corners of carpeting due to a trip hazard.
 - The baby changing table attachment to the wall.
 - Drainage issues (two conduits) in the basement.
 - Request for a dehumidifier in the basement.
 - Entryway to children's room entrance needs caulking.
 - A folding meeting table needs a stain removed.
 - Three areas to be addressed in the exterior of the building are the façade, a light fixture needs replacement, and the security system is not completed.

The Construction meeting ended with a vote to look at landscaping in the front of the Library building plus a sign out front. In addition, a few more pieces of furniture need to be acquired. All in all, Cindy indicated that the list is winding down to minimal items.

Library Foundation - Report: Candace indicated that the Foundation led by President John Sandeen was meeting on May 12, 2020 to figure out what function the foundation should play. Cindy mentioned that the focus should be on big technology.

Friends of the Library - Report: The Friends are in the process of changing officers (i.e. President) and are looking for names to be on the board. As mentioned before, 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: A Department Heads meeting will be held on Thursday, May 14, 2020.

Other Old Business: None

New Business:

Re-opening Strategies & Planning – Discussion:

Reviewed the Draft Public Services Re-Opening Plan. The Library is obtaining sanitizers by the end of the month, ordered shields for the circulation desk, as well as other personal protective equipment (PPE). The first steps towards re-opening are:

- Curbside service
- Book returns in a bin. The bin will be placed in the meeting room for 72 hours prior to processing the materials.
- One note for the future when the Library is back to the new normal is to increase the advertising of curbside pick-up.

Sandy made a motion to adopt the Draft Public Services Re-Opening Plan dated 5/11/20 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.

Other New Business: None

The Pandemic Policy will be discussed at the Trustees June meeting.

Doug made a motion to adjourn the meeting 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 the motion carried. The meeting adjourned at 3:00 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events: Regular Trustees Virtual Meeting – June 8, 2020 @ 2:00 pm