

**WOLFEBORO PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**Minutes of Meeting on June 8<sup>th</sup>, 2020**

Linda Wilburton read the required Covid-19 Public Meetings via Electronic Media Notice.

The meeting was called to order by Linda Wilburton at 2:07 PM.

Roll Call was read by Doug Smith. 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), Doug Smith (alone), Candace Thayer (alone), Linda Wilburton (alone); Alternate Trustees: Deborah Long-Smith (alone); Linda Matchett (alone); Library Director: Cindy Scott (alone); Library IT Coordinator: David Baker (alone);

The minutes of the May Board of Trustees Meeting were discussed and several details were corrected. Doug made a motion to accept the minutes, as amended, and Linda W. seconded it. The minutes were then voted on: Linda W.-yes, Mike-yes, Doug-yes, Candy-yes, Debra-yes. A voice vote was taken and the motion passed unanimously.

The minutes of the April board of Trustees Meeting were then discussed and a few details of that were also corrected. Linda W. made a motion to accept the minutes of the April meeting, as amended, and Doug seconded it. The minutes were then voted on: Linda W.-yes, Mike-yes, Doug-yes, Candy-yes, Debra-yes. A voice vote was taken and the motion passed unanimously.

Treasurer's Report –

Mike said the next quarterly report from the Town will be in July, so he did not have any further details on that. He stated that all of the changes to the Fidelity Investment Accounts have finally been completed. All Finance Committee members now have access to the accounts, including the necessary check writing authorizations. We also have the proper checks now.

Cindy stated that several of the budgetary accounts are showing higher than expected/budgeted expenditures. Also, the Library income is less than expected due mostly to the Covid-19 related impacts. She said that it is expected that most or all of these Covid-19 expenses will be reimbursed by FEMA, though the mechanism for this is, as yet, unclear.

### Librarian's Report –

Cindy thanked Debra and her husband, John, for planting flowers in the new planters the Library purchased as part of the construction project. Cindy said that she and her staff had gone through all the materials that had been stored on the porch and either disposed of items or properly stored them as appropriate. Eight boxes of files had been sent for shredding.

Cindy said that curbside pickup has been very popular. The staff expects to expand their hours to include Saturdays, though the specific hours were not settled yet. There are still several projects to be done in the Library, and volunteers are needed.

### Building Project –

Knight Security was on site the day of the meeting working on completing a few open security system issues. Milestone has recently completed some remaining open items from the Punch List. Grass mowing has begun. The drainage retention basin just south of the driveway needs cleaning up. Cindy is to meet with Dave Ford, Troy Neff and Jim Pineo to work out a plan to address this area. There are still some electrical items on the list that need to be taken care of by Irish Electric. The HVAC system is still problematic. Some carpet problems were recently repaired by Milestone.

Milestone has still not provided the required operation manuals and videos which will allow the Library staff to program or otherwise control the various systems in the Library.

Jim Pineo mentioned to Cindy a “cost” for our construction bond legal counsel, but has not yet provided any details of exactly what this is for, or the amount, or whether the Library is responsible for it. This was discussed, and our recollection was that this was all supposed to be covered by the Town, rather than the Library.

### Library Foundation Report –

Candy stated that now that the Library construction project is completed, the Foundation is working on deciding what they want to address next in support of the Library. The Foundation is looking for some new members.

### Friends of the Library Report –

There is no news for the Friends. However, there are some changes in the officers. They have no income at the present.

### Fidelity Investments –

Mike discussed this issue above under Treasurer's Report. He did state that there are funds to be distributed, but that he needs to determine the exact amounts and which accounts they are to come from.

### 2020 Operating Budget –

Cindy had no updates on this as of this time.

### Reopening Strategies and Planning -

Cindy participated in a Webinar on this topic and sent a link to replay it to the Trustees for their review. She wants to coordinate the Library's reopening with that of the Town of Wolfeboro offices with Jim Pineo and the Town Counsel. She may call a special Board of Trustees meeting to review and approve the process.

Candy watched a presentation by the NH Library Association Task Force, and she said it was very good and provided some thoughts on how to proceed with this.

The new "Library Card for a Child" guidelines were discussed. This document was then voted on. Linda W. made a motion to accept the Library Card for a Child guidelines and Mike seconded it. This was then voted on: Linda W.-yes, Mike-yes, Doug-yes, Candy-yes, Debra-yes. A voice vote was taken and the motion passed unanimously.

Recent Donations were discussed. There is a Newell Bequest of \$3000, and Miscellaneous donations of \$63. A motion to accept these funds was made by Linda W. and seconded by Doug. This was then voted on: Linda W.-yes, Mike-yes, Doug-yes, Candy-yes, Debra-yes. A voice vote was taken and the motion passed unanimously.

It was agreed that the next Board of Trustees meeting will be on July 13, 2020 at 2 PM.

A motion to adjourn the meeting was made by Linda W. and seconded by Mike. A vote was taken on this motion: This was then voted on: Linda W.-yes, Mike-yes, Doug-yes, Candy-yes, Debra-yes. A voice vote was taken and the motion passed unanimously.

Respectfully submitted,

Douglas Smith

Co-Chair

