

WOLFEBORO PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of Meeting on July 13th, 2020

The meeting was called to order by Linda Wilburton at 2:04 PM.

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

Cindy Scott stated that there were two members of the public present, Steve Farley and Nancy Belle.

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: Linda Wilburton, alone; Mike Babylon, alone; Candy Thayer, alone; Linda Matchett, alone; Deborah Long-Smith, alone; Library Director: Cindy Scott, alone; Library IT Coordinator: Dave Baker, alone; Public: Steve Farley, alone; Nancy Belle, alone.

The minutes of the June 8th Board of Trustees Meeting were discussed and the following corrections were noted: Deborah Long-Smith's name was misspelled as "Debra" in the 5th paragraph, in the first line under "Librarian's Report", the 4th line of paragraph 3 and the 4th line of paragraph 4 under "Reopening Strategies and Planning", and the last line of the last paragraph, and should be corrected to "Deborah".

Under "Treasurer's Report, the first line should read "next quarterly income check", not "next quarterly report". Also, in the 3rd line of the 1st paragraph, "All Finance Committee members" should read "Two additional Trustees".

Under "Building Project", 1st paragraph, 1st line, delete "on site the day of the meeting working on", and insert "still". In the 4th line, delete "Troy Neff and Jim Pineo". In the 6th line, delete "still problematic" and insert "much better".

In the 2nd paragraph, 1st line, delete "Milestone has still not provided", and insert "The Library has still not received". In the 2nd line, delete "Library". In the 3rd paragraph, 2nd line, delete "or whether the Library is responsible for it.", and insert "but informed Cindy that the Library will be responsible for half of the cost."

Linda W. made a motion to accept the minutes, as amended, and Candy seconded it. The June 8th meeting minutes, as corrected, were then voted on: Linda W.-yes; Mike-

yes; Candy-yes; Linda M.-yes; Doug-yes. A voice vote was taken and the motion passed unanimously.

Cindy then stated that the specific corrections to the April 27th and May 11th meeting minutes were not correctly recorded, and needed to be written into the meeting minutes. That will be corrected here. Therefore, here are those corrections:

Minutes for meeting of April 27th – Corrections –

Under “Treasurer’s Report”, 1st line, 1st paragraph, change “2019” to “2020”. In 2nd paragraph, change “menth” to “month”.

Under “Building Project, Exterior, 1st bullet, delete “the installation of a split rail fence”, and insert “a change in the drainage”. In the 5th bullet, change “flat” to “slat”.

Under “Library Foundation”, 2nd line, change “wants to establish” to “is considering establishing”.

Under “Staffing/Hours of Service/Work from Home – Update”, 2nd bullet, change “from” to “for”.

Minutes for meeting of May 11th – Corrections –

In 2nd paragraph, 1st line, delete “no corrections” and insert “five corrections”. Those corrections are stated above here.

The minutes of the June 18th meeting were reviewed, and no corrections were noted. A motion to accept the minutes was made by Doug and seconded by Candy. A vote was taken: Linda W., yes; Mike, yes; Candy, yes; Linda M., yes; Doug, yes. A voice vote was taken and the motion passed unanimously.

Treasurer’s Report –

Cindy said the 3rd quarter payment had been received. The Trust Funds are performing well, though there was a significant dip in March. There will be a Finance Committee meeting in the near future, though no date was established for this.

The Budget vs Actual Report was reviewed by Cindy. More spending on virtual work took place than was expected, but this was due to the Covid-19 situation. Water useage was much higher than usual due to the hot weather and watering of the newly seeded lawn areas and other plantings.

The Library’s auditors worked on the financial statements in June. They made some adjustments with regard to paying invoices in 2020 for services provided in 2019, some of which were received as recently as May of 2020.

A motion to accept the Treasurer's Report was made by Linda M. and seconded by Doug. A vote was then taken as follows: Linda W., yes; Candy, yes; Mike, yes; Linda M., yes; Doug, yes. A voice vote was then taken and the motion passed unanimously.

Librarian's Report –

The Library has decided not to operate the Tiny Library at Albee Beach this year. This was due to the Covid-19 situation, and not being able to follow the recommended safety practices.

For 2020 the Library has chosen to purchase the museum passes for use of the patrons, as in the past. This decision was made, in part, to support the participating museums.

Building Project –

Barbara Widmer had noticed staining of some ceiling tiles. Milestone has remedied the stained tiles, and the cause for the stains.

The various plaques have been received and were installed.

There is a new display of Amy Piper's works in the Children's room. Cindy recommended that the board members see it.

Cindy and Joyce have been working on the design for the new Library sign. They hope to show it to the Board in the near future. A discussion was had regarding who should decide on the design, and it was agreed that the Board of Trustees would review and approve or reject the design.

There was some additional discussion of the problem with the asphalt paving that was covered in the June Board meeting. Dave Ford is working on this issue.

The problems with the locks still persist.

Cindy and Lori have noticed an "odd" odor in their offices first thing in the morning. They have not found the cause of this as of now.

Library Foundation Report –

Candy discussed current progress toward the future of the Library Foundation. They are considering establishing an Energy Fund, and/or a Furniture Fund. They are also considering establishing a Technology Fund. However, as of now there are no decisions.

Friends of the Library Report –

Linda Wilburton provided an update on the Friends of the Library. She said the Friends now have 184 members. They have new stationary and some new officers. The new President is Judy Crosley. The Book and Author Luncheon has been postponed until 6/4/21. The Friends would like to set up a social event to include the Friends of the Wolfeboro Library, the Board of Trustees and the Wolfeboro Library Foundation. This has not been decided yet, though.

Trust Fund Update

Mike said that the investments need to be reviewed and possibly reinvested to better serve the needs of the Library. This will be discussed at the next Finance Committee meeting at a date to be determined.

Open Trustee Positions

There are currently two open Alternate Trustee positions, and a third position to become open on August 1st. This is due to the resignation of Linda Matchett, who has served as a Trustee for several years. There are three candidates for these positions: Deborah Long-Smith, a current Alternate Trustee, Steve Farley and Nancy Belle. The board reviewed the application letters from the candidates, and asked a few questions of the them. Linda W. made a motion to recommend all three candidates to the Board of Selectmen. Doug seconded the motion. A vote was taken as follows: Linda W., yes; Mike, yes; Candy, yes; Linda M., yes; and Doug, yes. A voice vote was taken and passed unanimously, so the motion carried.

Linda W. asked for any other Old Business, and as there was none, she moved on.

New Business

Cindy brought up the upcoming CIP meeting for 2020 – 2029. Three possible items to be presented were Solar Energy, Landscaping and an Emergency Generator. These were then discussed.

The needs of the Library for Solar Energy were covered. Cindy stated that the electric energy usage by the library has been higher than budgeted, and higher than the energy consultant who was used during the library design phase had estimated. She said that completing the solar energy equipment installation would reduce the Library's energy expenditures. It was decided that the request for Solar Energy Equipment would be submitted to the CIP Committee.

The landscaping of the Library grounds were then discussed. While there is no formal plan for this, it was agreed that landscaping is needed. Candy said that the Library

Foundation would consider funding the landscaping, but they need a formal plan and cost estimates to review.

Next, the desirability of an Emergency Generator was brought up. The need for emergency electric power during the winter was stated. Since the library is heated with electricity, frozen pipes and the consequential damages during a power failure is a serious concern. Cindy stated that there was approximately \$50k left in the Schroff Fund, and that some of that could possibly be used for the Emergency Generator. It was agreed that this was a good idea, so Cindy will look into the feasibility of it.

Policy Review

Cindy brought up the new Bulletin Board Policy. This had previously been sent to Board members for their review. As no one needed any further discussion of it, a motion to approve the Bulletin Board Policy was made by Linda W. and seconded by Linda M. A vote was then taken: Linda W., yes; Mike, yes; Candy, yes; Linda M., yes; Doug, yes. A voice vote was then taken and passed unanimously, so the motion passed.

A new policy on Requiring A 14 Day Self-quarantine After Returning To New Hampshire From Another State By All Wolfeboro Public Library Employees was considered. A short discussion of this was held, and no one had any issues with it. Linda W. made a motion to approve this policy, and Linda M. seconded it. A vote was taken: Linda W., yes; Mike, yes; Candy, yes; Linda M., yes; Doug, yes. A voice vote was then taken and passed unanimously, so the motion passed.

The next item Cindy presented was a new Request For Leave Form and instructions for its use. This was discussed and it was suggested that a minimum advance notice prior to the leave be added to the instructions. No other changes were made. Doug moved to approve the new form, with the addition of the required minimum advance notice, and Linda W. seconded it. A vote was then taken: Linda W., yes; Mike, yes; Candy, yes; Linda M., yes; Doug, yes. A voice vote was then taken and approved unanimously, so the motion passed.

One other New Business item brought up by Cindy was opening of some of the other spaces in the library. She requested permission to open the Genealogy Room, the Aires Meeting Room and the O'Rourke Meeting Room. These would be available only by appointment. The purpose of this is to allow adequate time for thorough cleaning and disinfecting between users. There was some discussion of this, but it was agreed that it would be desirable to make more of the new public spaces available, and Cindy's plan to thoroughly clean these spaces was adequate under current Covid-19 guidelines. The Board approved of this action.

Cindy said that there is a problem with some of the masks being provided to patrons being stolen. Possible solutions were discussed, but no definitive answer was arrived at.

Cindy reviewed the process for the Alternate Trustee candidates to apply for the positions. She said they needed to write a letter to the Board of Selectmen describing themselves and offering to serve as Alternate Trustees. They then need to attend the upcoming Board of Selectmen Meeting to answer any questions the board members may have prior to being considered.

With no further New Business, Linda W. moved to adjourn, and Doug seconded it. A vote was then taken: Linda W., yes; Mike, yes; Candy, yes; Linda M., yes; Doug, yes. A voice vote was taken and the motion passed unanimously.

Respectfully submitted,

Douglas Smith

Co-Chair

NOTE: Minutes are UNAPPROVED until voted on by Board.