

# **WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**

## **August 10, 2020 Virtual Meeting Minutes**

The meeting was called to order by Linda Wilburton at 2:03 pm.

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

Roll Call was read by Sandra Hurd: 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), Linda Wilburton (alone); Alternate Trustees: Steve Farley (alone); Deborah Long-Smith (alone); Library Director: Cindy Scott (alone); Library IT Coordinator: David Baker (alone).

Linda asked if there were any changes or corrections to the **minutes of the July 13, 2020** meeting. In several locations in the minutes, member of the public Nancy Belle should be corrected to read Nancy Bell. Under Librarian's Report (page 3, line 1) "Friends of the" should be inserted before "Library". Under Friends of the Library Report (page 4, line 4) the first "Friends" should be replaced with "Foundation". Under New Business (page 5, line 6) "Schroff" should be replaced with "Schroth". Under Policy Review (page 5, 4<sup>th</sup> paragraph, line 3) "Aires" should be replaced with "Ayers". Under Policy Review (page 6, line 4) replace the sentence "She said....as Alternate Trustees" with "She said to write a letter to the Board of Selectmen". Linda made a motion to accept the minutes and Sandy seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), and Linda Wilburton (yes) all voice voted yes and it passed unanimously.

**Treasurer's Report:** Mike covered three items:

- Library income is in very good shape. Next month Mike is going to request the next quarterly allotment. Also, looking for a new finance director.
- Trust fund totals under Assets and Liabilities are a little off (\$181K should be around \$204K; likely from appreciation).
- Finance Committee will meet in August. Mike will put together an agenda and forward to Cindy.

Cindy discussed the following under:

Statement of Assets and Liabilities:

- People's Bank account temporarily contains a portion of the money donated from the Sarah Lawall Trust which will be put into another fund and/or the rest of the materials fund.
- Citizen's Bank account contains around \$193K of which \$23K is the insurance money from the flood with a portion of that to be paid to Milestone.

Budget vs. Actuals:

- Insurance: unable to obtain a real number yet as no one from the insurance company has been able to visit the new Library due to having furloughed the inspectors.
- Electricity costs have exceeded expectations; trying to minimize expenses in other areas.
- Only \$4,725 in donations this year; the Lawall \$50K donation is specific to Library materials.
- Under Misc. Expenses there is a refund as the Library paid twice for the book truck.

- The fee income for memberships increased as non-residents are purchasing Library cards. The Library is not receiving the usual income from fines and copying.
- The Library is below 50% usage of personal products, such as paper towels and hand sanitizers, due to being closed for four months plus receiving reimbursements for COVID prevention products from the government.

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

**Librarian's Report:** Cindy discussed the following:

- Working on a separate cost for the water bill by removing the sewer costs on the Public Safety side of the Library building. In addition, the Library received a reduction in the last water bill.
- There will be a water hookup with a meter on the southside of the Library building that will be used for irrigation.
- The Plaque, Furniture and Technology Committees have been removed as no longer needed. The Building Committee will remain on the list as it may be utilized later. Two additional committees will be added: Landscaping Committee and Sign Committee. Cindy will be updating and forwarding the list of committees and members.
- Cindy will be on vacation August 31 – September 7.
- Interlibrary loans will be restarting in a few weeks.
- New end panels are in the new book area and Children's area of the Library.
- Waiting for replacement of a slat wall in the Children's room.
- Cindy attended the Library Director's bimonthly virtual meeting. A survey of 85 libraries showed being open (in some form) 43% versus not open 42%; whereas after Labor Day, opening (in some form) will be 69% versus not opening 4%.
- Google statistics for the second quarter of April – June showed 8,484 people had searched for the Wolfeboro Public Library (most by name) to view the website.

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

## **Old Business**

### **Building Project - Updates:**

- On Friday there will be set up and training of the electronic management of the HVAC system.
- A problem with the surface of the parking lot (quality of the asphalt not having enough oil and the time of year of placement) will be addressed this fall to solve this problem.
- Clean out the Bradley Room.
- Continue to hang art.
- The Library Foundation has offered to donate three trees for planting on the property.

**Library Foundation - Report:** The Foundation will not be meeting this month.

**Friends of the Library - Report:** The Friends membership drive included a new letterhead and logo. There have been \$6,300 donations to date!

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

**2021 Operating Budget – Discussion:**

- The budget is due August 24, 2020.
- One note: The storage container needs to be sorted and cleaned out by December to avoid the \$700/year fee.
- The Finance Committee will be making recommendations about the Schroth Fund as capital outlay to avoid changes to the budget.

**2021 CIP Budget – Discussion:**

- Cindy will confirm the time and location for the August 27, 2020 Town meeting.
- There are three CIP projects: generator; landscaping and solar.
- The generator is priority for 2021 as the Town indicated that the Library could be used for emergencies and necessary to maintain temperature control in the Library if needed.
- Landscaping, second in priority for 2021, would be done in phases, with donors in place that will help pay for this plan. Already underway, separate from this phased plan, is the area between the Library building (south side) and the white house where drainage will be addressed and removal of invasive plants. Designated plants and trees will likely be planted in the Fall 2020 and Spring 2021, respectively.
- Cindy met with Jim Pineo and Matt Sullivan to discuss solar. At this time the project is moved to 2022 as the Library doesn't have real numbers to assess for electricity at this time nor how much money will be provided by the State.
- Cindy will work with Candace Thayer on establishing a Sign Committee and then set a date to meet with the goal of installing a new outside Library sign.

**Other Old Business:**

- Travel Policy – suggestions were made to require no quarantine if traveling within Maine, New Hampshire and Vermont but to quarantine for 14 days if traveling elsewhere. Other thoughts were to consider travel on a case by case basis. This will be discussed further at the August 17, 2020 Trustee's virtual meeting.
- Cindy raised the question of what if an employee tests positive for COVID-19? Cindy will develop a policy draft for review and discussion.

**Other New Business:** Linda made a motion to accept \$85.35 in donations and Sandy seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried.

The meeting adjourned at 3:49 pm.

Respectfully submitted,  
Sandra Hurd  
Secretary

**Upcoming Meetings/Events:**

Public Hearing – Monday, August 17, 2020 @ 2:00 pm  
Regular Trustees Meeting – Monday, September 14, 2020

**Note: Minutes are UNAPPROVED until voted on by Board.**