

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

August 17, 2020 Virtual Special Meeting Minutes

The special meeting was called to order by Linda Wilburton at 2:06 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), Sandra Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilburton (alone); Alternate Trustees: Nancy Bell (alone), Steve Farley (alone), Deborah Long-Smith (alone); Library Director: Cindy Scott (alone); Library IT Coordinator: David Baker (alone).

Public Hearing

Doug made a motion to accept the funding from the Sarah Lawall Trust in the amount of \$50,000 for the Fund for Library Materials. There will be further discussion on whether to add the amount to the Library Material Fund or keep as a separate Material Fund. Mike seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilburton (yes) all voice voted yes and the motion carried.

Linda made a motion to accept the \$23,456.96 for damages resulting from a sprinkler malfunction from Capital Fire Protection Inc., Admiral Indemnity Company and Sierra Claim Services, LLC. Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilburton (yes) all voice voted yes and the motion carried.

Public Input

There was no public input.

Policy Review – Discussion & Approval

Travel & Quarantining

Linda made a motion to accept the Wolfeboro Public Library (WPL) COVID Travel Policy as amended. Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilburton (yes) all voice voted yes and the motion carried.

Website Design – Planning

A necessary and updated Library website, which is to be funded through private donations, will provide to patrons more access to i.e. databases, downloadable services, downloadable legal forms, story times and book talks.

Linda made a motion to approve the \$15,000 for the WPL website design with the submittal of the budget. Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilburton (yes) all voice voted yes and the motion carried.

2021 CIP Budget – Discussion

Solar

Cindy completed an update of the solar submittal with additional information and raised the project amount by 30% (75-100 kw) based on information from Steve and Matt Sullivan. This is in line with the Energy Committee's plans. All agreed with this additional information which is ready except for review. The solar project is pushed to 2022.

Generator

If Cindy has not heard back on an estimate for the generator, then \$100,000 will be used in the budget.

Landscaping

The WPL Foundation can raise at least 50% of the landscaping costs plus cover the design phase of the project.

2021 Operating Budget – Discussion

- The budget is due August 24, 2020. Cindy plans to submit the budget by this Friday the latest and then possibly meet with Town Manager Jim Pineo next week. Cindy will inform the Trustees on the date and whether the meeting will be virtual or in-person.
- Health and Dental Insurance have been removed.
- Under Maintenance supplies - line item for COVID supplies; the cost needed to be increased to \$3,100.
- At this point there is a 3% increase in the budget due to service contracts in 2020 from building maintenance (HVAC, sprinkler, fire).
- Water is a little higher in cost due to landscaping.
- If cuts are made to the budget, Cindy will propose some suggestions in conjunction with input from the Library Board of Trustees.

Other Business

A Sign Committee and a Landscape Committee have been formed. Cindy will follow up with an updated list of committees and associated members.

Linda made a motion to adjourn the meeting and Doug seconded the motion. Mike Babylon (yes), Sandy Hurd (yes), Doug Smith (yes), Candy Thayer (yes) and Linda Wilberton (yes) all voice voted yes and the motion carried. The meeting adjourned at 3:05 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

Town Meeting – Thursday, August 27, 2020 @ 8:00 am (Cindy will confirm)
Regular Trustees Meeting – Monday, September 14, 2020

Note: Minutes are UNAPPROVED until voted on by Board.