

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

September 24, 2020 Virtual Sign Committee Meeting Minutes

The meeting was called to order by Cindy Scott at 11:03 am.

Cindy Scott, acting as Chair, 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: Sandra Hurd (alone); Doug Smith (alone) and Candace Thayer (alone); Alternate Trustee: Deborah Long-Smith (alone); Library Director: Cindy Scott (alone); Inger Woerheide (alone).

Cindy asked if there were any changes or corrections to the **minutes of the August 28, 2020** meeting. There being no changes or corrections, Deborah made a motion to accept the minutes and Doug seconded the motion. Sandy Hurd (yes), Deborah Long-Smith (yes), Cindy Scott (yes), Doug Smith (yes) and Candy Thayer (yes) all voice voted yes and it passed unanimously.

Old Business

Review of Conceptual Signs:

Members discussed examples of signs provided by three companies. Members agreed that 14- inch Serif lettering with a little depth to allow for some shadowing would look best. White lettering against a dark gray background with rounded ends was favored. More discussion will follow at the next committee meeting.

Lighting of Signs:

Cindy will speak with the electrician familiar with the Library building about logistics of the installation of lighting. Monies remaining from Milestone could be used towards the cost of the lighting. Members agreed that the sign would need to be installed first before having the electrician determine the best placement for lighting.

Permitting Process:

Cindy will talk to the Town about the permitting process for a sign and lighting. The next sign committee meeting will cover sign requirements in order to send the three companies a request for proposal (RFP).

Other New Business: None

Deborah made a motion to end the meeting and Doug seconded the motion. Sandy Hurd (yes), Deborah Long-Smith (yes), Cindy Scott (yes), Doug Smith (yes) and Candy Thayer (yes) all voice voted yes and it passed unanimously. The meeting adjourned at 11:28 am.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meeting: Cindy will contact committee members with a suggested meeting date.
Minutes are UNAPPROVED until voted on by the committee.