

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

October 5, 2020 Hybrid (In-Person/Virtual) Meeting Minutes

The meeting was called to order by Linda Wilburton at 2:13 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 (as required under the Right to Know Law) - Trustees: Sandy Hurd, Doug Smith, Candy Thayer, Linda Wilburton; Alternate Trustees: Nancy Bell, Steve Farley, Deborah Long-Smith; Library Director: Cindy Scott.

Linda asked if there were any changes or corrections to the **minutes of the September 14, 2020** meeting. Under roll call votes, trustee member Debra should be corrected to read Deborah. Under Librarian's Report (page 2, line 6) Library circulations should indicate in person circulations. Under New Business: Sign Committee (page 3, line 1) "imposed" should be replaced with "installed". Under Upcoming Retirements (page 3, line 1) "and one other employee" should be replaced with "is". Under Library Foundation (page 4, line 2) "Library brochures" should be replaced with "Foundation brochures". Under 2021 CIP Budget (page 4, line 5) "withdrawn" should be replaced with "moved to 2022". Linda made a motion to accept the minutes as corrected and Sandy seconded the motion. Steve Farley, Sandy Hurd, Doug Smith, Candy Thayer and Linda Wilburton all voted yes and it passed unanimously.

Treasurer's Report: Under Budget & Actuals, payroll expenses are through August at this time. Nothing else has changed of significance at this point. Sandy made a motion to accept the treasurer's report and Doug seconded the motion. Steve Farley, Sandy Hurd, Doug Smith, Candy Thayer and Linda Wilburton all voted yes and the motion carried.

Librarian's Report: Landscaping, including seeding, planting of three trees and bushes, has been completed in the area south of the driveway entrance, southern abutting property line and parking lot area.

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

Old Business

Building Project - Updates:

- An estimate has been received to replace dirt with rocks under the eaves. An estimate has been requested of Milestone for sprinkler tubing that can be expanded on in the future if needed.
- Cindy completed training of the electronic management of the HVAC system. The air exchange of 20-25% in the building is right in the acceptable range.
- Fall maintenance of the HVAC system is being completed this week.
- Obtaining another estimate for comparison to add an outlet to the breakroom.
- The storage container, located at the Public Safety Building, will be cleaned out on October 16 at 10 am. Volunteers (and a few trucks to bring materials to the transfer station) are needed.
- There is some funding left in the Building fund.

Library Foundation - Report: The Foundation has been meeting every other month. The next step will be to begin working on the Landscaping Fund. An annual activity/event i.e. Leisure is on hold at this time due to the Pandemic.

Friends of the Library - Report: The Friends funded the Library with assorted gifts: a video camera, Hoopla for three months and a Children’s Museum pass for one year. Further information will be forthcoming if the Friends proceed with a fundraiser raffle of gift baskets during the holidays.

Library Winter Hours: Library hours will be temporarily altered for the 2020-2021 Winter season due to COVID impacts on usage and programming. Hours will go into effect when daylight savings ends in November. Linda made a motion to accept these temporary hours and Doug seconded the motion. Steve Farley, Sandy Hurd, Doug Smith, Candy Thayer and Linda Wilberton all voted yes and the motion passed.

Sign Committee – Update: The Committee agreed to locate the Wolfeboro Public Library sign on the building. Cindy is working on the Request for Proposal (RFP).

Landscaping Committee – Update: The Committee walked the property to gain an oversight of areas to begin looking at for 2022:

- Garden area in the parking lot
- Property lines
- Evasive plants along the property lines
- Removal of some unhealthy trees
- Wetland areas
- Historical stone wall “cattle path”
- Meet with abutting property owners; Town board; Town residents
- Replace flag pole; benches

2021 Operating Budget – Discussion:

The budget hearing is scheduled for October 15, 2020. Cindy is waiting for an update on numbers and will forward the latest version to the Board.

2021 CIP Budget – Discussion:

The original quote for a generator for the Library is being updated to include fuel and the installation of the fuel system; also waiting on an estimate from the electrician. Cindy will be meeting with the Fire Chief to discuss the possibility of the Library being used by the Town as a “warming station” for seniors and possibly a grant to help with generator costs.

Travel Policy – Discussion:

Cindy spoke with the Town Manager and Human Resource Committee to discuss the travel policy for the Library. New Hampshire Libraries are being encouraged to follow their town’s travel policies. Sandy made a motion for the Town of Wolfeboro Public Library to adopt the Town of Wolfeboro’s travel policy, Linda seconded the motion. Nancy Bell (replacing Doug Smith for the remainder of the meeting), Steve Farley, Sandy Hurd, Candy Thayer and Linda Wilberton all voted yes and the motion passed.

Other Old Business: None

New Business:

Christmas Holiday Schedule – Discussion:

All present agreed that the Library should be closed the day after Christmas for a four-day weekend.

Meeting Date & Time – Discussion:

Due to Trustee Mike Babylon's recent employment, the Board will change their monthly meeting time to later in the day. Cindy will confirm with Mike and inform the Board of the time change.

Exhibit Policy – Review & Approval:

The Board reviewed and discussed the Exhibit Policy (draft dated 9/18/20). One addition was made in #11 of the policy. Linda made a motion to adopt the Exhibit Policy and Sandy seconded the motion. Nancy Bell, Steve Farley, Sandy Hurd, Candy Thayer and Linda Wilberton all voted yes and the motion passed.

Job Descriptions – Review & Approval:

The Human Resources Committee met and decided to separate Children's Librarian and Assistant Library Director positions into two separate job descriptions. Sandy made a motion to adopt the Children's Librarian position description and Steve seconded the motion. Nancy Bell, Steve Farley, Sandy Hurd, Candy Thayer and Linda Wilberton all voted yes and the motion passed. Linda made a motion to adopt the Assistant Library Director position description and Steve seconded the motion. Nancy Bell, Steve Farley, Sandy Hurd, Candy Thayer and Linda Wilberton all voted yes and the motion passed.

Donations:

- Sandeen Donation \$100.00
- Dugan Donation \$120.00
- Miscellaneous Donations \$169.22

Linda made a motion to accept the \$389.22 donation total for this month and Sandy seconded the motion. Nancy Bell, Steve Farley, Sandy Hurd, Candy Thayer and Linda Wilberton all voted yes and the motion passed.

Other New Business: None

Linda made a motion to close the meeting, seconded by Sandy. The meeting adjourned at 3:23 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

- Landscaping Committee Meeting – Tuesday, October 13, 2020 @ 9 am
- Clean Out Container – Friday, October 16, 2020 @ 10 am
- Governor Wentworth Arts Council - Exhibits @ Library Month of November, 2020
- Regular Trustees Meeting – Monday, November 9, 2020 @ TBD
- Budget Hearing – Selectmen – Thursday, October 15, 2020 @ 6 pm (Town Hall)
- Budget Hearing, Budget Committee – Monday, November 23, 2020 @ TBD.