

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

November 9, 2020 Virtual Meeting Minutes

The meeting was called to order by Linda Wilburton at 4:03 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), Sandra Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilburton (alone); Alternate Trustees: Nancy Bell (alone), Steve Farley (alone); Library Director: Cindy Scott (alone).

Cindy stated that a Nonpublic Session Minutes for Statutory RSA 91-A:3, II (a) would occur at the end of the Board meeting after other new business.

Linda asked if there were any changes or corrections to the **minutes of the October 5, 2020** meeting. Under Friends of the Library (page 2, line 3) raffle "for" gift baskets should be replaced with "of". Under Landscaping Committee (page 2, bullet line 3) "Evasive" plants should be replaced with "Invasive". Under Travel Policy (page 2, line 3) remove "Town of". Doug made a motion to accept the minutes as corrected and Mike seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilburton all voice voted yes and it passed unanimously.

Treasurer's Report: Mike thanked Linda for her help. He indicated that the four Fidelity funds are doing great (\$210K plus) and he will be working on moving the Lowell Fund out of People's Bank and into a separate fund. Under Budget & Actuals, the Trust Fund (410) will be separated out. Linda made a motion to accept the Treasurer's Report and Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilburton all voice voted yes and the motion carried.

Librarian's Report:

- Cindy met with the new Town Finance Director, Kathryn Carpentier. Kathryn, who plans to visit the Library on November 17, 2020, is very familiar with MuniSmart. Kathryn informed Cindy that the actual expenditures for 2019 were unable to fix as it was already closed/audited; however, she was able to make corrections for 2020.
- Patrons have begun using the Bradley Meeting Room. One group per day is allowed followed by a cleaning after each use.
- There will be no evening programs at this time due to COVID.
- Cindy thanked the Board for nominating her for NHLTA Library Director of the Year.
- Cindy, chairperson for the Carroll County Co-op, mentioned that the quarterly virtual meeting on February 10, 2021 is an opportunity for trustees to attend. Further information will be forthcoming.

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

Old Business

Building Project - Updates:

- The Library and the Town have reached an agreement for expenditures on the capitol budget to date.
- An outlet was added to the Breakroom.
- The sensor lighting in certain rooms is being addressed due to frequent shutting off if there is no motion detected even though there may be a person present in the room.
- The Children's Room received their last piece of furniture.
- Two purchase orders remain.

Sign Committee – Update:

Cindy is close to completing the request for firms to provide specs for the signage.

Landscaping Committee – Update:

Another RFP was sent out; at this time there are 13 to 14 RFP's that have gone out. The deadline for submittals is November 16, 2020.

Library Foundation - Report:

The Foundation (meeting on November 10, 2020) is looking to come up with a new slogan to replace the slogan "Building for the Future".

Friends of the Library - Report:

The Friends, as there was no author/luncheon fundraiser this year due to COVID, are having a Holiday Book Sale and Basket Raffle in the Library from November 16 to December 16, 2020. Books can be donated by Board members but need to be in "new" condition. Friends President Judy Crosley is organizing and updating documents and procedures. Next year the Friends will be seeking a new treasurer as Gail Johnson will be retiring from this position.

2021 Operating Budget –Update:

- The presentation to the Board of Selectmen for the budget hearing on October 15, 2020 went well. At this point there are no cuts to the Library budget.
- The Board of Selectmen presented a 2% wage increase for 2021. Town Manager Jim Pineo asked Cindy if the Board is in agreement with this increase.

Doug made a motion to accept a 2% proposed wage increase for all full-time, non-permanent and substitute employees. Candace seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

2021 CIP Budget – Discussion:

An estimate from a third firm was received at a higher cost than what was posted. Cindy spoke with the Fire Chief about a grant to help with generator costs. A hybrid Town Budget Committee meeting is to be held on November 23, 2020.

Children's Librarian & Assistant Director Positions – Update:

- Barbara Widmer, Children's Librarian since 1998, has retired. Barbara wrote an ode to the Library; stop by to read it.

- The Human Resources (HR) Committee noted that the Town wants their HR to handle all employment ads (Police Department and Library are exempt); however, the Town HR coordinator would like to sit in on Children's Librarian interviews. The Board agreed to this request.

Website – Update:

The Board agreed that an update needs to be conducted both of the website and outreach. It was suggested to utilize the Schroth fund for these services. Further research on costs will be needed.

Other Old Business: None

New Business – Donations:

- Potential Donation of an Abstract Painting – Discussion & Approval: The placement of a donated abstract painting is being decided on between two locations in the building.

Linda made a motion to accept this donation, Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

- Anonymous \$100.00
- Sandeen \$500.00
- Funds for Memorial Books from the Friends \$94.99
- Miscellaneous \$52.72

Total: \$747.71

Doug made a motion to accept the four monetary donations, Linda seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Other New Business:

Three library employees will have some vacation time left at the end of the year. A request was made to carry over this vacation time into 2021. Doug made a motion to allow Cindy to request permission for the three employees to carry over unused vacations into next year. Linda seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Non-Public Session: Minutes for Statutory RSA 91-A:3, II (a)

Linda made a motion to close the meeting, seconded by Doug. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously. The meeting adjourned at 5:15 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

Governor Wentworth Arts Council - Exhibits @ Library Month of November, 2020

Landscaping Committee Meeting – Tuesday, November 17, 2020 @ 9 am (virtual)

Budget Committee Meeting – Monday, November 23, 2020 @ 6:30 pm (Hybrid: Great Hall & Virtual))

Regular Trustees Meeting – Monday, December 14, 2020 @ 4 pm