

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

December 14, 2020 Virtual Meeting Minutes

Linda Wilberton 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 (wife Ivette was present across the room), Sandra Hurd (alone), Doug Smith (alone), Candace Thayer (alone), Linda Wilberton (alone); Alternate Trustees: Nancy Bell (alone), Steve Farley (alone), Deborah Long-Smith (alone); Library Director: Cindy Scott (alone). The meeting began at 4:06 pm.

Cindy stated that a Nonpublic Session 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 November 9, 2020** meeting. Remove Minutes to read ...Nonpublic Session for... (page 1, line 7). Under Treasurer's Report (page 1, line 2) the Lowell Fund should be replaced with the Lawall Fund. Under Librarian's Report (page 1, line 5) small should be inserted between One and group to read One small group. Under 2021 Operating Budget (page 2, line 5) non-permanent should be replaced with part-time. Doug made a motion to accept the minutes as corrected and Linda seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Treasurer's Report:

- Mike indicated that the Lawall Fund will have its own account in Fidelity as the fund is to be used entirely for library materials.
- Under Budget vs. Actuals, the fee income increased by 8% as a result of non-resident library cards.
- Mike's wife Ivette has offered to assist in QuickBooks.

Librarian's Report:

- Lenore Clark, Chairman of the Conservation Commission, informed Cindy that eight invasive species of plants were growing on the Towns Garden property and these plants were extending into surrounding properties, including an area that abuts the Library property boundary. Cindy gave permission for the Conservation Commission to eliminate these invasive species on the Library property.
- Mike will be completing paperwork to submit to Citizen's Bank so the bank can update their list of authorized names for signatures.

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

Old Business

Building Project - Update:

- The quote received for the sprinkler system only accounted for one side of the building, not both, and therefore no further action to proceed will occur at this time. Further action is to include this with the landscaping plan.
- Tavis Austin is the new Town Director of Planning and Development.

Sign Committee – Update:

The Sign Committee will be meeting virtual to discuss signage, lighting and permits.

Landscaping Committee – Update:

Cindy will speak with Library Foundation Board of Director John Sandeen to determine whether to prepare a Request for Proposal (RFP) or a Request for Quotation (RFQ).

Library Foundation - Report:

Linda attended the Library Foundation meeting and indicated that there is a new member, Kim Lehmann, for a three-year term. In addition, the Foundation is working on a new brochure in line with the Friends of the Library brochure.

Friends of the Library - Report:

The Friends are running the Holiday Book Sale and Basket Raffle until December 16, 2020. There has been a great turnout in people buying raffle tickets.

Lawall Bequest – Update: See Treasurer's Report.

COVID-19 – Update: Continue to follow CDC/State guidelines.

2021 Operating Budget –Update:

- The Board of Selectman's virtual meeting on warrant articles (i.e., Generator) will be on Wednesday, December 16, 2020 at 6:30 pm.
- The Budget Committee virtual meeting on the final budget will be on Monday, December 28, 2020.
- The Budget Committee virtual meeting on warrant articles will be on Wednesday, December 30, 2020.

2021 CIP Budget – Update: No new updates.

Children's Librarian Job Search – Update:

Many applications for the Children's Librarian position have been received. A number of candidates have been interviewed and references are presently being contacted.

Website – Update:

After speaking with the Town Manager, Cindy indicated that beginning next year work will begin with finding a designer/builder for the website and determining whether to write a RFP or RFQ.

Other Old Business: None

New Business

2021 Holiday & Meeting Dates – Review & Approval:

- Independence Day remains the same; on a Monday.
- The Library Board of Trustees meeting will be one week earlier on October 4, 2021 due to Columbus Day.

Cindy will send out an updated calendar for review at the next Board meeting.

Employee Personnel Policies Manual – Discussion:

The last time the manual was updated was January, 2019. All agreed that the manual needs to be updated. Cindy will send the HR Committee the manual for review, feedback and suggestions on how to proceed with updating the manual.

Process for Receiving Town Funding – Discussion & Approval:

Town Finance Director, Kathryn Carpentier, recommended that the Library change the town funding process. Doug made a motion to change the accounting process and have wages and benefits paid directly by the Town and operating costs paid by the Library. Mike seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Emergency Contact Number – Discussion:

Doug offered to be the third emergency contact; with Cindy being first and Joyce Davis being second in line of contact.

Donations:

- Livingston Donation \$200.00
 - Mahoney \$50.00
 - Miscellaneous \$67.71
- Total: 317.71

Linda made a motion to accept the three monetary donations. Doug 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:

Mike made a resolution as follows - "I make a motion that we plan to accept a charitable donation from Kenneth A. Stedman trust."

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

Note: Deborah Long-Smith left the virtual meeting at 5:06 pm.

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

The meeting adjourned at 5:28 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

- The Town Board of Selectman's virtual meeting on warrant articles (i.e., Generator) will be on Wednesday, December 16, 2020 at 6:30 pm.
- Sign Committee Virtual Meeting – Tuesday, December 22, 2020 at 10:00 am.
- The Town Budget Committee virtual meeting on the final budget will be on Monday, December 28, 2020.
- The Town Budget Committee virtual meeting on warrant articles will be on Wednesday, December 30, 2020.
- Regular Trustees Meeting – Monday, January 11, 2021 @ 4 pm.

Note: Minutes are UNAPPROVED until voted on by Board.