

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**December 15, 2020 Virtual Sign Committee Meeting Minutes**

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); Assistant Library Director: Joyce Davis; Inger Woerheide (alone). The meeting began at 10:02 am.

Cindy asked if there were any changes or corrections to the **minutes of the September 24, 2020** meeting. There being no changes or corrections, Inger made a motion to accept the minutes and Doug seconded the motion. Joyce Davis (abstain), Sandra Hurd (yes), Deborah Long-Smith (yes), Cindy Scott (yes), Doug Smith (yes), Candace Thayer (yes) and Inger Woerheidi (yes) all able to vote voice voted yes and it passed unanimously.

**Old Business**

**Review of Sign Bids/Lighting of Signs/Permitting Process:**

Members discussed the sign bids. Discussions included black versus a dark gray background; metallic lettering and curved ends of the backboard were favored; most agreed to not using gold-colored letters, and a brushed finish in place of polished for the letters was also favored. The lettering style was leaning towards Americana Bold.

Cindy will request more details as follows:

Portsmouth Sign Company

- Warranty of backer piece out of DiBond
- Samples of the letters and color

Renaissance Signs

- Having curved ends of the backboard
- Confirm background color
- Warranty on the background piece

The following steps will occur once the above information is provided:

- The Sign Committee will review and discuss the responses from the companies at the next meeting.
- Cindy will meet with Tavis Austin, Town Director of Planning and Development, to
  - Show examples of the signage and lighting; and,
  - Discuss the permitting process.

**Other New Business:** None

Doug made a motion to end the meeting and Inger seconded the motion. All favored the motion and the meeting adjourned at 10:26 am.

Respectfully submitted,  
Sandra Hurd  
Secretary

**Upcoming Meeting:** Virtual Sign Committee Meeting Tuesday, December 22, 2020 at 10:00 am.

**Note: Minutes are UNAPPROVED until voted on by the committee.**