

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

January 11, 2021 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 (alone), 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 4:02 pm.

Linda asked if there were any changes or corrections to the **minutes of the December 11, 2020** meeting. Under Treasurer's Report (page 1, 1st sentence) replace sentence with: Mike stated that the Lawall Fund will transfer into the Materials Fund. Under Library Foundation Report (page 2) eliminate second sentence. Linda made a motion to accept the minutes as corrected and Doug 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 \$50,000 from the Lawall Fund was transferred from People's Bank to the Materials Fund.
- Mike met with an executor who presented Mike with a check for \$200,000 to be donated to the Library. This donation was deposited into the People's Bank account. Further details follow under Stedman donation on page 3.
- Mike contacted Town finance officials on the status of the money for 2020/2021. Cindy was informed that the check from the Town should be received by the end of this week.

Doug made a motion to accept the Treasurer's Report as presented and Linda seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Librarian's Report:

- Cindy attended the Library Director's Virtual Meeting for NH Librarians and mentioned that upcoming staff workshops will discuss issues on COVID and how others are dealing with it in different ways.
- Many non-residents are pleased that the Wolfeboro Public Library remains open.
- AARP contacted Cindy to ask about using the Library once a week for tax-related assistance where people could drop off or email their paperwork. The Beaver Meeting Room would be cleaned between each person's usage.
- A Counseling Alcohol Addiction service contacted the Library. At this time the Library is unable to provide a meeting space for this service; however, this will be looked at in the future.
- Another service that will also be looked at in the future to provide a meeting space would be for a Grief Support Group.

- The Town Human Resources department is updating their town employee handbook. Once Cindy receives a copy of the Town's updated handbook, the Library will then proceed to update their own employee handbook.

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

Old Business

Building Project - Update:

- Cindy reset the pump in the basement so excess water in the French drain that had accumulated from the past storm could be removed.
- Cindy noticed that the soffit vent caps on the Library building (Public Safety Building side) were missing (had slid off). A Milestone representative came by and determined that the vent caps had not been attached and therefore was going to contact the company that would correct this situation.
- Steve Paquin with the Town Building & Code Enforcement Department and Town Planner Travis Austin contacted Cindy about an issue with the lighting on the Public Safety Building side. The vendor has been contacted and will look into options to address this issue.

Sign Committee – Update:

Portsmouth Sign Company has been chosen to design, fabricate and install an exterior sign on the front of the newly renovated Library. The draft proposal will be submitted to the Town Building & Code and Planning Departments for review and comments on signage and lighting prior to finalizing the sign company's contract.

Landscaping Committee – Update:

No new updates.

Library Foundation - Report:

Candace mentioned that tomorrow was the annual meeting for the Foundation. Otherwise, there are no new updates.

Friends of the Library - Report:

Cindy is putting together a few technology-related items to request from the Friends at their next meeting on January 25th.

COVID-19 – Update:

Based on new studies in reducing the amount of time to quarantine; the last Director's meeting reached a consensus to wait until after the Martin Luther King Jr. Holiday before reducing COVID quarantining.

2021 Operating Budget –Update:

- There have been multiple meetings with the Board of Selectman and Budget Committee. The Budget Committee Public Hearing is January 12, 2021 with a completion of warrant articles prior to the meeting. There is no official decision on the Deliberative session at this time. So far there are no cuts to the Library budget. The Board will look at the budget once it becomes official.

2021 CIP Budget – Update: See Operating Budget.

Children’s Librarian Job Search – Update:

The new Children’s Librarian, Jeanne Snowden, will begin employment on January 25, 2021.

Other Old Business: None

New Business

Director Vacation:

Cindy plans to be on vacation from March 18 to April 1, 2021.

Stedman Donation – Discussion:

Mr. Kenneth A. Stedman generously donated \$200,000 to the Wolfeboro Public Library.

Annual Report – Update:

The annual report will be completed this week. There has been an online usage increase of 31% and an 8% increase in non-residential library cards. Adult usage has remained stable. Final numbers will be completed by the February Board meeting. The State and Federal report is due in March.

Donations:

- Martin Donation \$100.00
- Miscellaneous \$43.97
- Total: \$143.97

Linda made a motion to accept the two 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: None

The meeting adjourned at 4:57 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

- NHLTA Virtual Roundtable for Trustees – Wednesday, January 27, 2021; 2:00 – 3:00 pm (registration deadline Friday, January 22, 2021 at Noon)
- Regular Trustees Meeting – Monday, February 8, 2021 @ 4 pm.
- Carroll County Co-op with Terry Knowles, Consultant – February 10, 2021 (further details to follow).

Note: Minutes are UNAPPROVED until voted on by the Board.