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 January 11, 2021 meeting. Under COVID-19 - Update (page 2, 2nd line) insert “discussing” to read …. before discussing reducing COVID quarantining. 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 mentioned that the Finance Committee will be meeting on Wednesday, February 10, 2021. He recommended that members read the investment policy prior to the meeting. Some adjustments will need to occur; there are various trust occupants available; and there is a need to identify the needs for the Stedman donation. Linda made a motion to accept the Treasurer’s Report as presented and Doug 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:
The Librarian’s written report is attached to these minutes. In addition:
- The Library is working with AARP to provide space for people to utilize their tax services.
- Cindy attended the virtual monthly meeting of Library Director’s for New Hampshire Librarians on February 4, 2021. The attendees mainly discussed COVID-related issues, such as vaccines and sign-ups.
- The Carroll County Co-op meeting with Terry Knowles, Consultant, is on February 10, 2021 at 10 am.
- Cindy indicated that the IRS 1099 form was completed. The IRS 1096 form to be submitted had the wrong zip code.
- Under Statement of Assets and Liabilities, the Stedman donation is temporarily in the People’s Bank account; and the Materials Trust Fund includes the Lawall Fund. Disbursements will be discussed at the Finance meeting.
- Under Budget vs. Actuals, Lori Pankowski, Administrative Assistant, under the guidance of Cindy, created a spreadsheet for Library use of monthly costs and totals against the amounts that have been budgeted.
Old Business
Committee Reports:
Building:
- Refer to the attached Librarian’s report.
- One other issue was the chilly temperature on the west side of the building (Public Safety Building side). Adjustments are being made with the heating system.

Sign:
The Town has indicated that the proposed signage is too large (square footage). The goal is to submit the information; get rejected; and request a variance in order to proceed.

Landscaping:
A Request for Proposal (RFP) has to be submitted to the Town Hall.

Finance:
See Treasurer’s Report.

Other: None

Library Foundation - Report:
Candace mentioned that there is a meeting tomorrow and a new member has joined the Foundation. Otherwise, there are no new updates.

Friends of the Library - Report:
The Friends approved the following for the Library:
- Technology upgrades ($3,000.00)
- Permission over the course of the year for the Children’s Librarian to purchase items for the Children’s Room ($2,000.00)

Annual Report – Town & State:
Cindy submitted the Town Annual Report. The State Annual Report, which includes additional questions (statistics etc.) on COVID-related issues, is being completed for submittal by May.

COVID-19 – Update:
The Library continues to adjust to changing CDC and State COVID-19 guidelines. Staff have consistently been maintaining safe cleaning procedures, and continue to devote extra time on their part to ensure things get done. The Town Human Resources (HR) Department has been very helpful.

2021 Budget – Update:
So far there are no cuts to the Library budget. The budget, as submitted, will be there for the Town vote.

Other Old Business: None
New Business

NHLTA Roundtable – Report:
Deborah and Sandra attended the New Hampshire Library Trustees Association (NHLTA) virtual Roundtable for Trustees on January 27, 2021. The following are some key points taken from the meeting:

- Out of 100 participant openings; 98 signed up
- Trustees from libraries throughout the State of NH shared their contributions on positive things coming out of the pandemic:
  - Home delivery of books to the community
  - Newsletter, a new vital source for the community, especially for the homebound
  - More crafts (take and make at home)
  - Assist individuals with COVID vaccine sign-ups
  - Virtual cake baking contest
- Lori Fisher, Administrator of Library Operations for the NH State Library, provided lots of information, such as:
  - A Library Director’s three series presentations in February, March and April on HR issues, such as hiring and employee evaluations.
  - Golden opportunity for Libraries to step up and assist the community with COVID vaccine sign-ups (which the Wolfeboro Public Library is already doing)
- Katrinka Pellechia, NHLTA President, mentioned that the virtual spring conference will be May 12-13, 2021. Attendees will have to choose between programs this year
- A good portion of the roundtable was on COVID-related issues.

Energy Committee – Report:
Doug mentioned that solar is primarily the main focus. At this point the committee needs to come up with some goals. There was mention that the costs may be higher due to maintenance, security and landscaping controls; however, the committee is continuing to move ahead with solar and needs to come up with solutions.

Donations & Grants:
- Jutras Fund $700.00
- Backingham Donation $250.00
- Miscellaneous $183.71
  Total: $1,133.71

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:
The Library is in need of exhibits for display (walls and/or cases). One previous exhibit was from the Libby Museum.

Nonpublic Session: Statutory RSA 91-A:3, II(a) – not sealed
Public Session: Doug made a motion to leave the nonpublic session, seconded by Candace. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and the motion passed at 5:06 pm.

Cindy Scott’s Salary Adjustment: Sandra made a motion to approve the Town of Wolfeboro Budget Committee December 22, 2020 approval of a raise for Library Director Cindy Scott of an additional 2.5% to $70,184.00. This is based on the approval of the General Fund Operating Budget approved by voters on March 9, 2021. The motion was seconded by Linda. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and the motion passed unanimously.

It should be noted that salaries for Cindy, along with two other long-time serving department heads, have lagged behind over many years.

Doug made a motion to end the meeting, seconded by Sandra. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously. The meeting adjourned at 5:10 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:
- Carroll County Co-op with Terry Knowles, Consultant – February 10, 2021 @ 10 am.
- Regular Trustees Meeting – Monday, March 8, 2021 @ 4 pm.
- Town & School Elections – Tuesday, March 9, 2021 (Great Hall 8:00 am – 7:00 pm)

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