

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

March 8, 2021 Virtual Meeting Minutes

Linda Wilberton read the required COVID-19 Public Meetings via Electronic Media Notice.

Public Hearing: Kenneth A. Stedman Donation

The public hearing began at 4:05 pm. Cindy read the following from the Public Hearing Notice dated March 8, 2021: The Board of Trustees proposes to accept the funding representing a donation to the Library from the Kenneth A. Stedman Trust in the amount of \$200,000. Doug made a motion to accept these funds of the Kenneth A. Stedman donation. Candace seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Linda made a motion to end the public hearing, Doug seconded it and the hearing ended at 4:10 pm.

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 regular Trustees meeting began at 4:15 pm.

Linda asked if there were any changes or corrections to the **minutes of the February 8, 2021** meeting. Under Donations & Grants (page 3) Backingham should be corrected to read Buckingham. 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 distribution of funds from 2020 to 2021 is complete. He issued three checks to the Library (Materials Trust Fund; Endowment Trust Fund; Huebner-Raddin Trust Fund). In addition, he is looking for assistance to acquire Exchange Traded Funds (ETF's) to help with rebalancing the Library's funds. Linda made a motion to accept the Treasurer's Report as presented and Sandra 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 included with the minutes in the binder at the Library. In addition:

- Library staff is looking at summer and fall programs. Parks and Recreation contacted the Library about working together on activities over the Fourth of July weekend.
- The Lakes Region Art Association is looking at libraries, including the Wolfeboro Public Library, for demonstrations by specific artists, including presentations and purchase of their art, as well as art shows.
- Two trustees from the Meredith Public Library visited to view the Wolfeboro Library's renovations to aid them in their Library's renovation.
- Two staff members last month exhibited illness and therefore had a COVID test; both tested negative (the illness was not COVID-related) and were able to return to work.

- Gene Denu of the Wolfeboro Historical Society spoke to Cindy about updating Q. David Bower's history comprised of three volumes. A database is to be created. Cindy is working on it and will send, when completed, to the Historical Society, which will have a link on their website.
- The Library's Facebook posting on Dr. Seuss' birthday had over 3,000 views; the most views of any other postings.

Old Business

Committee Reports:

Building:

No new business other than the mention of some minor items on the punch list that are being addressed.

Sign:

Portsmouth Sign Company will be providing Cindy with a drawing of what is actually being proposed in order that it can be submitted to the Town for a sign permit. Cindy will be talking to Tavis Austin, Town Director of Planning and Development, on how to proceed.

Landscaping:

The latest version of the Request for Proposal (RFP) has been approved.

Finance:

See Treasurer's Report.

Other: None

Library Foundation - Report:

Candace indicated there are no new updates. The Trustees agreed on a well-done letter written by Foundation President John Sandeen regarding the generator in the warrant articles. The Foundation will be meeting on March 9, 2021.

Friends of the Library - Report:

Book bags and mugs have been selling at a higher rate than usual. The books for sale have also gone well. The Friends will be meeting on Monday, March 15, 2021.

Annual Report – Town & State:

Cindy submitted the Town Annual Report. Copies are available at the Library, including warrant articles. The State and Federal report is due by May.

COVID-19 – Update:

The Library continues to adjust to changing CDC and State COVID-19 guidelines. The Town is looking at updating some policies now that vaccinated people don't have to quarantine upon their return home.

2020 Budget – Update:

The annual report is done. As the Town made some adjustments to payroll, the Library will make the necessary corrections in QuickBooks which will then take care of 2020.

2021 Budget – Update:

The 2021 budget will be voted on in the Town elections on March 9, 2021.

Director Vacation:

Cindy will be on vacation from March 18-31, 2021. Upon returning she will quarantine for 10 days while working from home. Cindy will be back at the Library on April 12, 2021. The Town Hall has been notified that Assistant Library Director, Joyce Davis, will be in charge. Cindy will provide the Trustees with Joyce’s contact information.

Other Old Business: None

New Business

Security Camera Policy – Discussion & Approval

Sandra made a motion to approve the February 11, 2021 draft Wolfeboro Public Library Security Camera Policy. Doug seconded the motion. Mike Babylon, Sandra Hurd, Doug Smith, Candace Thayer and Linda Wilberton all voice voted yes and it passed unanimously.

Substitute Library Assistant Position:

A background check on a potential substitute is underway as there is presently only one substitute, and with staff taking leave time; COVID testing, etc., another staff presence is needed.

Donations: Miscellaneous \$96.05

Doug made a motion to accept this month’s \$96.05 donation. 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:

The Trustees agreed that Makers Mill of Wolfeboro (G.A.L.A. Makerspace) brochures can be placed in the entranceway.

Linda adjourned the meeting at 4:54 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

- Friends of the Library Meeting – Monday, March 10, 2021 @ 4 pm
- Regular Trustees Meeting – Monday, April 12, 2021 @ 4 pm

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