

# WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

## April 12, 2021 Virtual Meeting Minutes

Sandra Hurd 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), Candace Thayer (alone); Alternate Trustees: Nancy Bell (alone), Steve Farley (alone), Deborah Long-Smith (alone); Library Director: Cindy Scott (alone), Selectmen's Liaison: Linda Murray (alone). The meeting began at 4:05 pm.

### Election of Officers:

Sandra presented the slate of officers to serve from April 2021 through March 2022 as follows:

Chair	Linda Wilberton
Vice Chair	Doug Smith
Treasurer	Mike Babylon
Secretary	Sandra Hurd

Sandra made a motion, seconded by Candace, to accept the slate as presented and it passed unanimously.

Sandra asked if there were any changes or corrections to the **minutes of the March 8, 2021** meeting. Under Public Hearing (page 1, line 3) replace the period with a comma to read \$200,000. Under Librarian's Report (page 1, 1<sup>st</sup> bullet, line 1) replace **Parks and Recreation** with **Town Manager's Administrative Assistant**; (2<sup>nd</sup> bullet, line 1) replace **Lakes Region Art Association** with **Lakes Center for the Arts**; (5<sup>th</sup> bullet, line 1) after **updating** insert **the library's portion of**; (5<sup>th</sup> bullet, line 2) after **database** insert **of updates**. Nancy made a motion to accept the minutes as corrected and Deborah seconded the motion. Nancy Bell, Steve Farley, Sandra Hurd, Deborah Long-Smith and Candace Thayer all voice voted yes and it passed unanimously.

### Treasurer's Report:

- Information on rebalance investments will be provided at the next board meeting.
- Looking at a revised investment policy.
- There will be a full report on the budget at the next board meeting.

Deborah made a motion to accept the Treasurer's Report as presented and Steve seconded the motion. Nancy Bell, Steve Farley, Sandra Hurd, Deborah Long-Smith and Candace Thayer 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:

- The New Hampshire Library Trustees Association (NHLTA) is offering two virtual workshops in April and June, and the 2021 NHLTA Annual Conference two-day virtual event in May. Refer to the end of these minutes for dates and times.

**Public Input:**

The Trustees welcomed Board of Selectmen Liaison Linda Murray.

**Old Business**

**Committee Reports:**

**Building:**

- Outstanding building issues being discussed with Milestone:
  - Soffits
  - Water in the basement when the ground was frozen.
  - Glare onto the street from a light on the side of the building will be addressed with shielding.
- Semi-annual maintenance on the heating system this week.
- Interior lighting issues are mostly resolved.

**Sign:**

The sign permit is being submitted to the Town.

**Landscaping:**

The Request for Proposal (RFP) has been sent out for the landscape project. The RFPs are due to the Town Hall by Monday, May 24, 2021. The plan is to have the costs paid by a grant through the Library Foundation.

**Finance:**

See Treasurer’s Report.

**Other:** None

**Library Foundation - Report:**

- The Foundation meets Tuesday, April 13, 2021.
- Three new members have joined the Foundation.
- The Foundation is working on a more generic brochure covering future projects, as well as updating their website.

**Friends of the Library - Report:**

There will be no annual book and author luncheon this year. The Friends are planning a book sale during the Fourth of July holiday weekend.

**Note:** Library Trustee Doug Smith joined the meeting at 4:41 pm.

**COVID-19 – Policies & Procedures – Review and Approval:**

- Sandra made a motion for the Library to adopt the Town’s COVID-19 travel guidelines. Steve seconded the motion. Steve Farley, Sandra Hurd, Deborah Long-Smith, Doug Smith and Candace Thayer all voice voted yes and it passed unanimously.
- The Board agreed to dispense of the long-term storage of Library materials on the porch in order to make space available to the public in this area.
- The Board agreed to using less harsh cleansers at the circulation desk.

- More restrooms will now be available to the public. Mask wearing and six-foot markers on the floor will continue to be implemented.

**Library Winter & Regular Hours – Discussion:**

Doug made a motion that effective May 3, 2021, the Library will return to regular hours (M-Th 9:30 am – 8 pm/Fri-Sat 9:30 am – 5 pm). Steve seconded the motion. Steve Farley, Sandra Hurd, Deborah Long-Smith, Doug Smith and Candace Thayer all voice voted yes and it passed unanimously.

**Meeting Room Use and Policies – Review, Discussions & Update:**

- Continue with the policies in place for the Ayers and O’Rourke meeting rooms.
- Open the Bradley and Beaver meeting rooms for two or more groups per day.
- Policies will continue to be updated as State COVID-19 guidelines change.

Doug made a motion to open the Bradley and Beaver meeting rooms for multiple uses per day with six-foot spacing maintaining social distancing and mask wearing requirements. Deborah seconded the motion. Steve Farley, Sandra Hurd, Deborah Long-Smith, Doug Smith and Candace Thayer all voice voted yes and it passed unanimously.

**Note:** Alternate Trustee Steve Farley left the meeting at 5:15 pm.

**2021 Budget – Update:**

Updated information on the generator will be discussed at the next Board meeting.

**Other Old Business:** None

**New Business**

**Lakes Center for the Arts Library Program Proposal – Discussion:**

The Lakes Center for the Arts (LCA) is a non-profit arm of the Greater Meredith Program whose central purpose is to strengthen the diverse and skilled community of Lakes Region artists and artisans, and their connections to regional businesses, residents, and visitors. The LCA received a grant to strengthen the regional arts community in the Lakes Region. The Wolfeboro Public Library would be joining the Meredith and Moultonborough Public Libraries to be on board with the LCA mission. The proposed initial focus of LCA partnerships with Lakes Region Libraries would involve:

- Meet the artists and artisans’ events (demonstrations; art signings; sell their product).
- Rotating, themed and curated exhibits by artists and artisans.

Doug made a motion to revise the Library’s policy to sell art, and to allow the LCA to participate and allow artists and artisans to sell their work during their presentations. Deborah seconded the motion. Nancy Bell, Sandra Hurd, Deborah Long-Smith, Doug Smith and Candace Thayer all voice voted yes and it passed unanimously.

**2022 Budget Planning – Discussion:**

The following items are up for discussion at the next Board meeting –

- Develop a plan to expend the Stedman and Schroth funds before the 2022 budgeting process.
- Other initiatives for 2022: CIP or Operating Budget

- Work on solar initiatives:
  - Contact Energy Committee
  - Submit CIP paperwork again

**Donations:**

Burke Fund \$150.00  
Cate Fund \$849.00  
Hansen Fund \$150.81  
Clark Fund \$479.20  
Miscellaneous \$96.21  
Total: \$1,725.22

Doug made a motion to accept this month's all five donations for a total of \$1,725.22. Deborah seconded the motion. Nancy Bell, Sandra Hurd, Deborah Long-Smith, Doug Smith and Candace Thayer all voice voted yes and it passed unanimously.

**Other New Business:**

Next Board meeting will continue to be virtual or virtual/in-person.

Sandra adjourned the meeting at 5:33 pm.

Respectfully submitted,  
Sandra Hurd  
Secretary

**Upcoming Meetings/Events:**

- NHLTA Virtual Workshop – Saturday, April 24, 2021 @ 11 am (register by April 17)
- Regular Trustees Meeting – Monday, May 10, 2021 @ 4 pm
- NHLTA Virtual Spring Conference – May 12-13, 2021 @ 9:30 am (register by April 23)
- NHLTA Virtual Workshop – Monday, June 7, 2021 @ 3 pm (register by June 1)

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