

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

July 12, 2021 Meeting Minutes

Present - Trustees: Mike Babylon, Sandra Hurd, Linda Wilberton; Alternate Trustees: Nancy Bell, Steve Farley; Library Director: Cindy Scott. The meeting began at 4:06 pm.

There were no changes or corrections to the **minutes of the June 14, 2021** meeting. Nancy made a motion to accept the minutes. Linda seconded the motion and it passed unanimously.

Treasurer's Report:

- The application for the new Fidelity account for the Kenneth Stedman Trust was established effective today with an initial deposit of \$2K; in the future the remaining monies, including interest, will be deposited into this fund.
- Most accounts are funded with 75% equities and 25% fixed income. Further discussions will continue with the Finance Committee.
- Doug and Linda need to complete the check writing form as the authorized persons on the new Fidelity account.
- Operating Budget:
 - 50% has been spent
 - Fee income from non-residents is 75%; 25% ahead for non-resident fees
 - Electricity 45% on track; Water 10%
 - Dues and Advertising is overbudget (165% spent in advertising)
 - Maintenance supplies are below budget

Library Materials:

- Collection is getting smaller due to going digital.
- Some decrease in DVD's; harder to purchase new ones due to unavailability. Monies from this will begin to be diverted to Hoopla.
- Books on CD have decreased and therefore monies will be diverted to Hoopla.
- The CD collection will be weeded out this fall while growing the Young Adult (YA) collection.
- The library received around \$2K from the first Federal reimbursement for COVID. A new line item under Income will need to be added to keep COVID monies separate.

Librarian's Report:

- Department Heads' Meeting:
 - Capital Improvement Plan (CIP) guidelines – a CIP committee/Board of Selectmen are focusing on supporting State and Federal funding.
 - Focus will be on two big projects: Public Safety Building and the Libby Museum.
 - Budget Committee is using Default Budget as guidelines.
 - Pull all budgets under one for each line item.
 - Developed an Information Technology (IT)-related advisory committee; Town IT Coordinator will be David Baker.
- The library is advertising for an IT position.
- Encourage people to attend the beach meeting on July 27, 2021.

- Bound newspaper stored at Town Hall will be relocated to a storage closet in the Bradley Room at the Library.
- The Budget Committee needs to schedule a time to meet.
- First Grant: The State Library will be dispersing monies received from the Institute of Museum and Library Services (IMLS) American Rescue Plan Grants program. Money received from this grant will be used at the Wolfeboro Public Library to obtain items like Launchpads, backpacks containing educational materials, tent canopy for outside learning, etc.
 - First round: final report in September
 - Second round: Collaborative submittals i.e., Carroll County
- Second Grant: To restore an 1816 map of New Hampshire
- The library continues to receive many positive comments from patrons about the new Library.
- The library is beginning to sign up artists for displays and demonstrations.
- Linda made a motion to allow 50 people into the large meeting room (Bradley Room). Steve seconded the motion and it passed unanimously.

Public Input: None

Old Business

Committee Reports:

Building:

- Milestone came and inspected the backside of the library. They sealed the outside wall to keep water from entering the basement. The basement flooded during the last rain storm due to pump failure. This will be addressed once everything else has been resolved.
- The shield has been installed on the side of the building.

Sign:

The sign has been ordered! Install should occur in September. Waiting for a new bid from Milestone on the light.

Landscaping:

The contract to do the landscape design work at the library was reviewed by the Town attorney. There a number of concerns to discuss before the Library Board can sign off on it.

Finance:

See Treasurer's Report.

Other:

Security System:

After-hours at the library should be reinstated once the security system is set up for this change.

Library Foundation - Report:

The Foundation approved the use of monies from the Library Building and Landscape Funds to cover the full amount of the Library/ Horsley-Witten Group Grant request.

Friends of the Library - Report:

- Set up will be on July 19, 2021 for the Library's Open House on July 31, 2021.
- The Town approved the raffle.
- Gift baskets will be on display and tickets go on sale July 19, 2021.
- Book sorting will occur on July 30, 2021.
- The Friends have a new treasurer.

Alternative Trustees – Recommendations:

Board members unanimously recommended alternate trustees Nancy Bell, Steve Farley and Deborah Long-Smith to serve for another one-year term.

Open House – Planning

Some examples:

- Library Foundation members will have a table setup to discuss publicity and fundraising.
- Friends of the Library: book sale
- Individually packaged food/water
- Tours of the building
- Lakes Region Genealogy (Ayers Room)
- Story time

COVID-19 – Policies & Procedures – Review and Approval: None

Meeting Room Use and Policies – Review, Discussion & Update:

- Refer to Librarian's Report.
- An additional Trustees meeting possibly within the next two weeks.

2022 Budget – Update:

- CIP
 - Solar Project 2023/2024
 - Landscaping
 - Design work by October/November 2021
 - Build by late summer/fall 2022
 - Use some portion of the Schroth or Stedman money
 - CIP for landscaping would mainly be from donations (Foundation and Schroth/Stedman). Obtain permission to spend existing grant money and quest money (\$250K to start), and submit for 2022.
- Operating Budget
 - Budget money from the Stedman Trust fund for 2022
 - ✓ Need more furniture for Library staff (i.e., Children's Librarian; Assistant Library Director)
 - ✓ More space for large print books
 - ✓ Install door by staff office
 - Look at wages in 2022/2023

By-Laws – Discussion & Approval:

Nancy made a motion to submit corrections/changes to the By-Laws as presented. Steve seconded the motion and it passed unanimously.

Personnel Changes – Update:

- The library is advertising for a 15 hour/week position for Saturdays and Monday nights.
- Substitute position using existing workers.

Other Old Business:

- GooseChase Scavenger Hunt has been successful. Refer to the Wolfeboro Public Library website under Friends of the Library section (newsletter) for more information.
- A lot of patrons have signed up for the Summer Reading Program.

New Business

Library Director Vacation – July 19 to July 23, 2021

Donations & Grants:

Carroll County Altrusa	\$200.00
NH Humanities Council, Inc.	\$250.00
Miscellaneous	\$44.82
Total	\$494.82

Linda made a motion to accept the donation of \$494.82. Mike seconded the motion and it passed unanimously.

Other New Business: None

Linda adjourned the meeting at 5:41 pm.

Respectfully submitted,

Sandra Hurd
Secretary

Upcoming Meetings/Events:

Library Open House – Saturday, July 31, 2021 beginning @ 9:30 am

Regular Trustees Meeting – Monday, August 9, 2021 @ 4 pm

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