

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

August 9, 2021 Meeting Minutes

Present - Trustees: Mike Babylon, Sandra Hurd, Doug Smith, Linda Wilberton; Alternate Trustee: Nancy Bell; Library Director: Cindy Scott; Selectmen's Liaison: Linda Murray. The meeting began at 4:06 pm.

There was a correction to the **minutes of the July 12, 2021** meeting on page 3 under 2022 Budget – CIP: Landscaping (5th line), replace quest with bequest. Linda made a motion to accept the minutes. Doug seconded the motion and it passed unanimously.

Treasurer's Report:

- Claudia Shilo of Ballentine Partners ran our investment policy by their compliance officer. Based on that review, per RSA 31:25, they are unable to help us. Cindy and Mike plan to ask questions regarding this situation during the virtual workshop with Terry Knowles.
- The Operating Budget is in good shape. The first year in the new building involved many guesstimates plus COVID issues.

Librarian's Report:

- The August 2021 Wolfeboro Public Library (WPL) Events Calendar is on their website.
- Story Time events have been extremely popular, both in-house and off-site (i.e., Farmer's Market, NH Boat Museum). One addition is a PA system (public address system) that is chargeable and can be used indoors and outdoors. Other items patrons are taking advantage of are the Sprout Backpacks, TV Story Time in the Children's Room, and museum/attraction passes (paid for by the Friends of the Library).
- Libraries can apply for grants for projects exceeding \$10K.
- The Open House on July 31, 2021 was very busy. The day included eight tours of the new Library, a successful book sale and new membership signups for the Friends of the Library. The room with Lakes Region Genealogy was heavily visited, and many visitors applied for library cards.
- Architect Ron Lamar met with Cindy for a walk around the building.
- Some areas of lighting and heating need to be addressed.
- Milestone is working on the water issue in the basement.
- Ron sent some information on requirements for the heating system for the generator RFP.

Public Input: None

Old Business

Committee Reports: Updates

Building:

Refer to Librarian's Report.

Sign:

The library sign should be installed this September. Brian from Milestone indicated that the lighting has been ordered, and approval is needed from the Town's Code Enforcement Officer. This lighting has the ability to be dimmed and also turned off.

Landscaping:

- A kick-off meeting and site review will take place August 20, 2021.
- Linda Murray stated that an as-built plan at some point will be necessary to show any updated changes on the landscape drawing.
- The library received a grant check from the Library Foundation.
- Horsley-Witten Group will bill as they go along with the project.

Finance:

See Treasurer's Report.

Library Foundation - Report:

No new information.

Friends of the Library - Report:

Approximately \$1,400 worth of books were sold just on the first day of the book sale during the open house. The Friends made \$875 from the raffle of gift baskets. The estimated total amount made by the Friends exceeded \$2,400.

2022 Budget – Discussion:

- **Operating Budget**

The draft operating budget for 2022 is being completed while gathering updated figures, running five-year averages, and receiving information from the Town and various vendors. The goal of the Town is a 0% budget increase (or reductions).

Areas that may be reduced are:

- Telephone
- Water & sewer
- General operating supplies
- Maintenance supplies

Some line-item costs that may have increased:

- Outside services
- Computer maintenance

Some areas with possible added costs:

- Cleaning exterior/window washing
- Dues and subscriptions
- Furniture and fixtures (possibly use Schroth or Stedman funds)

- **Capital Improvement Submittals**

Landscaping

- The Horsley-Witten Group should be providing the CIP Committee information on the cost for landscaping projected for 2022.
- Development of a landscaping plan is being funded by a grant received by the Library Foundation.
- Project can be phased.
- 100% funds would be fully privately funded.

Solar

- The Library Foundation is planning to raise money for solar after the landscaping project.
- Federal Grants/PPA (power purchase agreement); better idea next year, but for now just cost for placement.
- Foundation looking to privately fundraise along with grants.

Doug made a motion to approve the Solar CIP request form as written with Foundation fundraising and grants. Linda seconded the motion and it passed unanimously.

Job Openings – Update:

- Circulation Assistant position - presently interviewing candidates.
- Select Substitute positions from this pool of candidates.
- Possibly changing IT position to a new job title and description. Basically, merging IT with more librarian functions.

Other Old Business: None

New Business

Donations & Grants:

Crootof	\$500.00
Miscellaneous	\$115.99
Total	\$615.99

Linda made a motion to accept the donation of \$615.99. Doug seconded the motion and it passed unanimously.

Other New Business:

The NH Library Trustees Association (NHLTA) updated the NH Library Trustee Manual (replaces the 2016 version). The WPL has a copy of the 2021 manual. Full text of the manual is available online at the NHLTA website.

Non-Public Session: Minutes for Statutory RSA 91-A:3, II(c)

Public Session: Doug made a motion to leave the non-public session, seconded by Linda. The motion passed and the public session reconvened at 5:40 pm.

Cindy announced her plans to retire as Director of the Wolfeboro Public Library. Trustees will form a search committee and contact the NHLTA for guidance.

Linda adjourned the meeting at 5:50 pm.

Respectfully submitted,

Sandra Hurd
Secretary

Upcoming Meetings/Events:

Virtual Workshop – Terry Knowles – Handling Trustee Funds – Wednesday, August 18, 2021 @ 10 am

Landscaping Committee Meeting – Friday, August 20, 2021 @ 9 am, Library

CIP Committee Presentation – Friday, August 27, 2021 @ 8 am, Town Hall

Regular Trustees Meeting – Monday, September 13, 2021 @ 4 pm

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