

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

October 4, 2021 Meeting Minutes

Present - Trustees: Mike Babylon, Sandra Hurd, Doug Smith, Linda Wilberton; Alternate Trustees: Nancy Bell, Steve Farley, Deborah Long-Smith (voting alternate); Library Director: Cindy Scott; Assistant Library Director: Joyce Davis; Children's Librarian: Jeanne Snowdon; Selectmen's Liaison: Linda Murray. The meeting began at 4:07 pm.

There were corrections to the **minutes of the September 13, 2021** meeting as follows:

- Under Building (page 2, line 1) remove "sign company" and replace with "electrician"; (line 3) replace "than" with "then"; (line 4) remove "old".

Doug made a motion to accept the minutes as amended. Linda seconded the motion and it passed unanimously.

Treasurer's Report:

- Within the next three weeks a Board of Trustee member will need to fill the role as treasurer as Mike Babylon, present Trustee and Treasurer, will become a Library employee as the IT Coordinator. The position will encompass signing checks (once/week); signing off bank statements (once/month); overseeing funds by becoming an authorized individual on accounts (once/year disbursing funds working with the library director). One, preferably two Trustees are also needed as backup to the Treasurer. Mike offered to provide guidance as needed.
- Fidelity has indicated that they are unable to manage the trustee's investment funds: however, they have affiliates they work with that can conduct this business. The monies stay with Fidelity though the other firms manage the money. Two firms have contacted Mike. Mike is confirming with Terry Knowles if these firms meet the requirements of New Hampshire Revised Statutes Annotated (RSA's). If the requirements are not met then monies will be pulled out of Fidelity and put into a local bank.
- Operating budget: ahead in income; behind in donations (budgeted extra); financial account is on target; advertising is over budget; library materials is slightly over budget.

Librarian's Report:

- Joyce put together a calendar with programs.
- Monies were received from the ARPA Grant which Cindy applied for. Reportedly 80% of NH Libraries received this grant money.
- Trustees should consider adding hybrid meetings.
- The 23 Sprout Backpacks are very popular.
- Under consideration to allow other organizations to borrow the library's mobile podium/speaker.

Public Input: None

Old Business

Committee Reports: Updates

Building:

- The odor problem in the basement is being addressed by placement of a pump and absorbents. A commercial dehumidifier (charged against the library building project) will also remediate the problem. The pump is now working.
- There are no major issues with the building. The IT Coordinator will be trained on the building systems i.e., thermostats.

Sign:

- The lighting for the library sign will be installed sometime within the next two weeks.

Landscaping:

Based on initial drafts of the architectural landscaping design, Deborah provided an overview of the project.

- First phase: along Main Street/front of building
 - Redo entrance to building
 - Address stormwater drainage
 - Widen walkway
 - Assess the safety of moving traffic and people
- Other ideas:
 - Wetlands are semi-wet and therefore allows more design flexibility.
 - Outdoor meeting area – granite wall with grass behind the wall; audience faces away from the building/parking lot; space for a speaker and place for children to sit.
 - Walking path with signage (educational/history); trees for shade
 - Flag pole (pole/flag donated by the American Legion)
 - Garden along Main Street
 - The north side of the building will house the generator and other tanks all camouflaged by grasses.

Finance:

See Treasurer's Report.

Library Foundation - Report:

Nothing to report.

Friends of the Library - Report:

Nothing to report.

2022 Budget – Discussion:

- **Operating Budget**
- To be presented to the Selectmen at the Budget Hearing on October 7, 2021.

Job Openings – Update:

- Four Personnel Action Request (PAR) forms were completed for submittal to the Town's Finance Director. Waiting on background checks on other employees that are being hired.

Staff Training Day – Discussion:

Lunch will be provided to Library Staff by the Trustees for an October 15, 2021 all-day training on new technology.

Other Old Business: None

New Business

Holiday Closure Schedule – Discussion & Approval

Linda made a motion to close the Library on Friday, November 26, 2021 as part of the Thanksgiving holiday. Doug seconded the motion and it passed unanimously.

Linda made a motion to close the Library from December 23 to 25, 2021 as part of the Christmas holiday. Doug seconded the motion and it passed unanimously.

Linda made a motion to close the Library on Friday, December 31, 2021 and Saturday, January 1, 2022 as part of the New Year’s holiday. Sandy seconded the motion and it passed unanimously.

Donations & Grants:

ARPA Grant	\$3,371.00
Miscellaneous	\$63.13
Total	\$3,434.13

Linda made a motion to accept the donation of \$3,434.13. Doug seconded the motion and it passed unanimously.

Other New Business:

The Certificate of Municipality was completed for the ARPA Grant.

Sandy made a motion to adopt the resolution today, October 4, 2021, with a quorum presence for the Wolfeboro Public Library Board of Trustees, resolving Cynthia Scott, Library Director, as duly authorized to enter into contracts or agreements on behalf of the Town of Wolfeboro, DBA WPL, with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in her judgement desirable or necessary to effect the purpose of this resolution. Doug seconded the motion and it passed unanimously.

Non-Public Session:

Linda adjourned the meeting at 5:20 pm.

Respectfully submitted,

Sandra Hurd
Secretary

Upcoming Meetings/Events:

- Budget Hearing, Selectmen – Thursday, October 7, 2021 @ 6 pm, Town Hall

- Regular Trustees Meeting – Monday, November 8, 2021 @ 4 pm
- Budget Hearing, Budget Committee – Wednesday, November 10, 2021 @ 6:30 pm, Library

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