

WOLFEBORO PUBLIC LIBRARY

BOARD OF TRUSTEES

Minutes of Meeting on September 14th, 2020

The meeting was called to order by Linda Wilburton at 2:04 PM.

Linda Wilburton read the required Covid-19 Public Meetings via Electronic Media Notice.

Roll Call was read by Doug Smith. 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: Linda Wilburton, alone; Mike Babylon, alone; Candy Thayer, alone; Deborah Long-Smith, acting as voting Trustee, alone; Doug Smith, alone; Alternate Trustees: Stephen Farley, alone; Nancy Bell, alone; Library Director: Cindy Scott, alone; Library IT Coordinator: Dave Baker, alone.

Minutes for Meeting of August 10th -

On page 1, Paragraph 4, Line 2 – "...Member of the Public..." should read "...Alternate Trustee...".

On page 1, Treasurer's Report, Statement of Assets – in last line, delete "with a portion of that".

On page 2, Librarian's Report, 3rd bullet, line 2 – in 2nd line, delete "as it may be utilized later", and insert in its place "until the end of the contract with Milestone".

On page 2, Building Project – Updates, last bullet, delete "The Library Foundation" and insert "A Patron" in its place.

On page 3, 2021 CIP Budget – Discussion , 5th bullet , last line – delete "State" and insert "Library Foundation" in its place.

Linda Wilburton moved to accept the minutes, as corrected. Candy Thayer seconded the motion. A roll call vote was taken, as follows: Linda Wilburton, yes; Mike Babylon, yes; Candy Thayer, yes; Debra Long-Smith, yes; Doug Smith, yes. The motion passed.

Treasurer's Report –

Mike said that Fidelity will no longer provide quarterly reports. However, Lori will be able to gather the information needed to present reporting on a monthly basis.

Cindy noted that the Library income is down from the previous year due to low use of the copiers, no fines due to construction and Covid-19. Also, payroll expenses need to be realigned as the Town's reporting is incorrect. The Town has not yet charged us for the applicable insurances. Our December, 2019 to current YTD expenses are high, but with corrections, our overall expenses should be OK through the end of the year.

Linda Wilburton moved that the Tresurer's Report be accepted. Mike Babylon seconded it. A roll call vote was taken, as follows: Linda Wilburton, yes; Mike Babylon, yes; Candy Thayer, yes; Debra Long-Smith, yes; Doug Smith, yes. The motion passed.

Minutes for Meeting of August 17th -

On page 2, 2nd line, after "Stephen", insert "Farley".

Candy Thayer moved to accept the minutes as corrected. Linda Wilburton seconded. A roll call vote was taken, as follows: Linda Wilburton, yes; Mike Babylon, yes; Candy Thayer, yes; Debra Long-Smith, yes; Doug Smith, yes. The motion passed.

Librarian's Report –

Cindy said that the State Interlibrary Loan program is set to begin again the week of Sept. 21st. This in spite of numerous local libraries still not reopened yet.

We will attempt to have the next Board meeting take place in person in the Bradley meeting room.

The Carroll County Quarterly Librarians Meeting will be commencing again soon.

Library circulations are down 10% from 2019, down 30% from 2018.

The Genealogy Room will open next week by appointment only.

Other Old Business –

Building Project –

The repaving of the parking lot was completed and seems to be good now. More soil was added to the edges of the pavement where there is no curbing. This will stabilize the pavement.

Grass areas that were seeded this year will need to be reseeded next Spring, as it never was watered adequately this year and it all died. This work will be completed under warranty.

The landscaping on the south side of the property will begin next week.

An unneeded electric pole on the south side of the lot will be removed and the electrical conduit will be capped for possible future use.

An exterior light will be installed on the Public Safety side of the library.

We should arrange to empty the one remaining storage container by the end of October so that the container can be removed by the end of the year. Volunteers will be needed for this.

Library Foundation –

Candy stated that the Foundation is currently setting up a Landscaping Fund.

All of the Library brochures on other related printed items are being redesigned and reprinted.

Friends of the Library –

The Book Sales are doing OK. No other news.

Lawall Fund –

This is a fund of \$50k that was recently donated. After discussion of options as to how to save/invest these funds, it was decided that the best alternative was to establish a separate Fidelity account. Mike Babylon moved to set up this separate account. Debra Long-Smith seconded it. . A roll call vote was taken, as follows: Linda Wilburton, yes; Mike Babylon, yes; Candy Thayer, yes; Debra Long-Smith, yes; Doug Smith, yes. The motion passed.

2021 Operating Budget –

There are several errors in the 2021 proposed budget that are being corrected.

2021 CIP Budget –

The Solar Energy request is OK as presented.

The Generator request needs more details as to costs from the suppliers/contractors. Additionally, the Town may want us to combine the Library's generator with a new generator for Public Service, as theirs is old and is not reliable.

The Landscaping request is being withdrawn for now. The landscape work needs to have a design performed and cost proposals submitted. This will, at least in part, be funded by the Library Foundation and other private donations.

Budget Committee –

The Town Budget Committee may require a letter from the board of Trustees granting authority to Cindy to present the Library Budget to the Town and to correspond with them to get it approved. Cindy will update the Board as to whether or not this letter will be needed.

Other Old Business –

Two Library employees plan to take vacations outside of new England this year. They understand and agree that they will have to quarantine for 14 days upon return. They will follow the recently established Library policy for working remotely, taking leaves of absence, etc. as applicable.

New Business –

Sign Committee –

Cindy presented a proposed design for the sign imposed on the front of the Library. After some discussion, everyone was amenable to this.

Landscape Committee –

This committee is made up of Trustees, Members of The Friends, and the Public. They are beginning work at this time.

Upcoming Retirements –

Barbara Widmer and one other employee are retiring later this year. It has been proposed that Barbara's current job of Assistant Library Director and Children's Librarian be separated into two separate job's, though not by adding an additional employee.

Cindy proposed that the Trustees may want to purchase some item to be used in the Children's Room in honor of Barbara's long service and performance.

The HR Committee will promptly begin work on creating two separate job descriptions, one for the Assistant Library Director, and one for the Children's Librarian.

Cindy has analyzed the recent library usage by hours of the day, and has suggested changing the library hours based on this. Cindy will work with the Library staff to propose new hours for the Board to review and approve.

The Beaver Meeting Room will be put into service soon. Details of how to assure it is made and kept a sanitary space in compliance with current Covid-19 requirements are being finalized.

Other New Business –

Cindy has 3 ½ weeks of vacation remaining this year. She plans to take a week per month, and then an occasional day to use up that time.

Upcoming Meetings –

Landscape Committee Meeting, Virtual: Friday, Sept. 18th, 10 AM

HR Committee Meeting, Virtual: Friday, Sept. 18th, 11 AM

Sign Committee Meeting, Virtual: Thursday, Sept. 24th, 11 AM

Trustee's Meeting, In Person: Oct. 5th, 2 PM

Linda Wilburton moved to adjourn the meeting. Candy Thayer seconded it. A roll call vote was taken, as follows: Linda Wilburton, yes; Mike Babylon, yes; Candy Thayer, yes; Debra Long-Smith, yes; Doug Smith, yes. The motion passed.

Respectfully submitted,

Douglas Smith

Co-Chair

NOTE: Minutes are UNAPPROVED until voted on by Board.