

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Bradley Room**  
**April 11, 2022**

Present - Trustees: Nancy Bell, Sandra Hurd, Deborah Long-Smith, Doug Smith, Linda Wilberton, Alternate Trustees: Diane Bolduc, Stephen Farley, Library Director: Amanda King, Representative to the Board of Selectman: Linda Murray. The meeting was called to order by Doug Smith at 3:35 p.m.

**Introduction of NHTrust**

Sandy Hurd, Doug Smith and Nancy Bell met with NHTrust, fiduciary financial advisors on April 11 for the purpose of completing documents to become authorized signers for the library trust funds.

**Minutes of the March 14 Meeting**

A motion was made by Sandy Hurd to accept the minutes of the March 14 meeting as presented. The motion was seconded by Doug Smith. All voted in favor and the motion passed.

**Treasurer's Report**

Sandy Hurd presented an overview of the steps NHTrust will initially conduct:

1. Transfer all assets from the trust fund accounts In Fidelity. This will take 2-3 weeks for the accounts to be closed with Fidelity.
2. Statements will be emailed to the library (administrative assistant) on a monthly basis.
3. The Endowment Fund will be set up as a growth account.
4. The remaining funds will be set up as income and growth funds.
5. NH trust will charge their fee on the first of each month, which totals 1% at the end of the year.
6. NHTrust will be using possibly within 12 months a new software program that will be compatible with the present system currently in use by the library.

Discussion was made to set up the investment policy wording in the Library Board of Trustee Policy and Guidelines for the Wolfeboro Public Library Trust Funds for the Kenneth A. Stedman trust fund. Doug Smith made the following motion:

The Kenneth A. Stedman Trust was a donation in 2020 by Mr. Stedman in the amount of \$200,000.00. There is no restriction on spending principal, interest, or dividends. The Library Board of Trustees will decide how and when to spend the funds.

Linda Wilberton seconded the motion. All voted in favor and the motion passed.

## **Librarian's Report**

April's already busy month began with a Treat from the Meredith Village Bank to the staff for national Library Workers Week. The All Staff Work Day allowed everyone to do some reorganizing of work spaces. The Youth Services Assistant position has been listed and some applications have been received. The remainder of the art hanging system has been installed and will protect walls and display community creations. Input from library staff recommending adjustments to current procedures has been thoughtful and will help make the library work even better. The NH State Annual Library report is due this month along with the annual audit, so there are many projects to keep everyone busy.

Also discussed were monthly statistics and upcoming programs. Staff Highlights include Jeanne Snowdon's work on the imagination space in the Children's area. Also Sachiko Tuttle and Jeanne worked hard during the All Staff Workday to move the YA books and Audio books around to organize a YA section up front. Joyce Davis is working on securing partnerships with outside organizations to get programs into the library. Also noted were contributions by Chris Fluhr, Barbara Eldridge, Lori Pankowski, Cindy Fournier, and Anita Spencer.

Quarter 1 Library trends show a steady usage of the Library with some increases in program attendance. Computer usage is up and will be monitored to determine if additional stored machines need to be brought online to meet demand. YA book usage doubled from February to March. Interest in the Easy picture books also saw a 200 book increase in one month.

## **Public Input**

None

## **Old Business:**

Discussion of setting up a Memorandum of Understanding (MOA) with the town was held. We currently do not have a MOA and it should be set up to enable transparency. Legal council will need to be obtained. A motion was made by Linda Wilberton to explore the use of a Memorandum that would outline the respective responsibilities of the Library and the Town, under the guidance of an attorney. The motion was seconded by Doug Smith. All voted in the favor and the motion passed.

## **New Business**

### **Consideration of COVID Masking and Library Protocols**

The current policy will remain in effect for now.

### **Consideration of suggested amendments to the Overdue Fine Limit Policy**

Amanda made a presentation showing how the Overdue Fine Policy is presently set up and changes that could be made to update the policy. After some discussion it was agreed that the Library should implement a no fines policy. A motion was made by Linda Wilberton to try a no

finances or fee policy for a period of six months to see if it is feasible. The motion was seconded by Doug Smith. All voted in favor.

### **Donations**

Library Foundation Invasive Species Mitigation \$4,160

Miscellaneous donations - \$379.01

Linda Wilberton made a motion to accept the donations received. Doug Smith seconded. All voted in favor.

### **Upcoming Meetings**

Regular Trustees Meeting – Monday, May 9, 2022 at 3:30 p.m.

NH Library Foundation Spring Conference, Tuesday, May 10, 2022 at 8:00 a.m. in Concord

Library Foundation Meeting – April 12, 2022 at 10:00 a.m.

Friends of the Library Meeting - Monday April 18, 2022 at 4:00 p.m.

Landscape Committee Meeting – Thursday, April 21, 2022 at 1:00 p.m.

Book and Author Luncheon – Bald Peak, Friday, June 3, 2022 at 11:30 a.m.

### **Nonpublic Session**

A motion was made to enter nonpublic session at 4:45 p.m. for reasons cited in RSA 91-A:3, II (a)

Public session reconvened at 5:24 p.m.

A motion was made to seal the minutes by Sandy Hurd, seconded by Linda Wilberton. Voted in favor by Sandy Hurd, Linda Wilberton, Deborah Long-Smith, Doug Smith, and Nancy Bell.

### **New Business (continued)**

A motion was made by Sandy Hurd to increase the Youth Services Assistant position to \$15.50 per hour. Linda Wilberton seconded the motion. All voted in favor and the motion passed.

Doug Smith made a motion to adjourn the meeting at 5:25 p.m. The motion was seconded by Linda Wilberton. All voted in favor and the motion passed.

Respectfully submitted,  
Nancy Bell  
Trustee Secretary

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