

**Wolfeboro Public Library
Board of Trustees Meeting
December 11, 2017
Minutes**

Present: Trustees: Susan Raser, Tom Madden, and Linda Wilberton; Board of Selectmen Representative David Bowers; and Library Director Cindy Scott

The meeting was called to order at 5:30 PM.

Susan made a motion to accept the minutes from the November 13, 2017 meeting. Tom seconded the motion, and it passed unanimously.

Treasurer's Report:

The Treasurer's report provided prior to this meeting was discussed. Linda made a motion to accept the report. Tom seconded the motion, and it passed unanimously.

A letter was received from a lawyer handling the estate of a deceased library patron who provided for the library in her estate. The amount has not yet known.

Librarian's Report:

The Librarian's report was provided prior to this meeting and Cindy highlighted the following from the report:

- Several plumbing problems occurred and a plumber had to be called to fix the problems. Bills for service have not yet been received.
- Problems with the heating system had to be repaired just after Thanksgiving.
- A roofer discovered additional holes in the roof while inspecting the hole previously identified. This makes 3 holes that must be repaired and Public Works will pay for those repairs. There are also 7 active leaks in the ceiling.
- Library statistics were once again provided and the issue concerning the methods of collecting the statistics has been resolved.
- Cindy provided a copy of the current library newsletter.

Susan made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

Public Input: There was no public input.

Old Business

Committee Reports:

- **Human Resources:** The committee did not meet prior to this meeting as originally planned. Meeting will be rescheduled for January.
- **Building/Facility:** Cindy reported meeting with Dave Ford (Public Works) and Matt Sullivan (Town Planner), and Dave Coon (Conservation Commission) to discuss the wetlands affected by the building project. Two of the manmade wetlands will be reduced slightly in size. Cindy mentioned a future goal of creating a trail to the Town garden so that users can park in the library parking lot to reduce vehicle traffic in the nearby neighborhood.
- **Finance:** Susan reported that since Prue Fitts resigned as a Trustee, there are only two signers for the financial accounts. Adding a signer to the Fidelity Accounts

requires A Resolution of Unincorporated Business for each account. The Citizen's Bank account requires that signatures from all signers be provided to their office in Concord and it can no longer be accomplished at the local branch. Both processes will likely have to be repeated in March after the election so it was agreed to wait until that time to modify the accounts.

- **Library Foundation:** Cindy reported some smaller donations for the building project are expected soon. Library participation in the Christmas parade was a success and should be repeated in the future.
- **Friends of the Library:** The holiday book sale began the Monday after Thanksgiving and has been very successful so far. A private book seller took about 50 books to sell and will be providing the library with monies earned from those sales.

2018 Budget:

Operating Budget: Cindy reported employee raises were not added into the 2018 budget because the amount had not been determined when we submitted the budget. She contacted the budget committee and corrected it to reflect a 2.5% raise.

Tom motioned to raise Library staff salaries by 2.5% in accordance with the raise given to Town employees. Linda seconded the motion and it passed unanimously.

Capital Improvement Project Budget: The Library building project warrant article has been revised and was reviewed. The language may change again. The warrant article will be reviewed by the budget committee at the December 13th meeting.

New Business:

- **Donations:** Susan motioned to accept \$145.05 in donations. Tom seconded and the motion passed unanimously.
- Cindy provided a proposed schedule for Trustee meetings in 2018. Because of the absence of some Trustees, the schedule will be discussed at the next meeting.
- A Wolfeboro Department of Public Works employee was seriously injured after being struck by a vehicle while performing his duties. The Town has established a fund and is accepting donations for the employee and his family. The Board of Selectmen approved donations of leave from other employees and it was agreed to allow Library employees to do the same.

Upcoming Meetings/Events:

December 13, 2017 - Warrant Article review by Budget Committee.

January 3, 2018 – Public hearing on warrant article

January 4, 2018 – Budget Committee public hearing on entire budget

February 6, 2018 – Deliberative session

Susan made a motion to adjourn at 6:15 PM. Tom seconded the motion, and it passed unanimously.

Respectfully submitted,

Susan Raser, Trustee

