

Wolfeboro Public Library
Board of Trustees Meeting
January 8, 2018

Present: Trustees: Tom Madden, Linda Matchett, Susan Raser, Candy Thayer; Alternate Trustee: Jane Newcomb; Library Director: Cindy Scott

The meeting was called to order by Susan Raser at 5:32 PM.

Jane was named a voting alternate for the meeting.

Susan asked if there were any changes or corrections to the minutes of the December 11, 2017 meeting.

- Under Treasurer's Report "The amount has not yet known" was changed to "The amount *was* not yet known.
- Building/Facility committee: "Dave Coon" was changed to "Dan Coons."
- Hearing no other corrections, Tom made a motion to accept the minutes as amended. Linda M. seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy reported that donations are down, but indicated that the monies may have gone to the foundation rather than the library. Fines income is also down.
- The latest figures for wages are not in from the Town yet. Cindy anticipates receiving the audit figures and the second half of the insurance. We are also awaiting the maintenance bills for the lighting fixtures.
- Candy made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy indicated that she should have the full report on statistics by the February meeting.
- She highlighted the plumbing work that was done.
- Cindy reminded Trustees about the Open House that will be held on March 3. It will include tours, a presentation, and refreshments.
- Community members on Main Street and other key locations have been asked to post signs in their yards about the Library's warrant.
- The newsletter was distributed.
- Cindy reported that the search for a new Town Manager has begun, and that Dave Owen will stay on for a period of time to help with turnover.
- The audit will be conducted in March.
- The Masterplan kickoff meeting will be held on January 23, 2018. Trustees are encouraged to attend.
- Linda M. made a motion to accept the report. Tom seconded the motion, and it passed unanimously.

Public Input: None, there were no members of the public present.

Old Business:

- Committees:
 - HR: Linda M. reported that the committee is working on compiling the employee handbook and that the committee will have a draft for review by March. In addition, she reported that a long time employee of the Library has been unable to use all of her excess vacation hours, and that the HR committee recommends she be allowed to carry over the extra hours. Linda made a motion that the employee be allowed to carry over her excess 2017 vacation hours, with the caveat that this be the last time for this to occur. Tom seconded the motion, and it passed unanimously.
 - Building: The committee has not met recently, but committee members are contacting people who live in strategic locations to ask them to put a sign about the warrant article in their yard the week prior to Election Day.
 - Finance: Susan reported that the Ad Hoc Investment Subcommittee has recommended adjustments on the investment funds, and those are being handled.
 - Meeting Room policy subcommittee: The committee has not met yet. A draft of the suggested changes will be distributed for review.
 - Other: None
- Library Foundation:
 - A donation in the amount of \$50,000 was received last week.
 - The publicity committee is working on a variety of tasks to give visibility to the project. A key piece is getting absentee ballots into the hands of citizens who will not be in Wolfeboro on Election Day.
- Friends of the Library: Jane reported that the FOL are actively promoting the building project, and that they anticipate using their resources to help with needed items after the project is complete. Membership is up to 171 members, 41 of whom are new.
- Budget:
 - 2018 Operating: Cindy indicated that this will be presented to the Budget Committee on January 9, 2018.
 - CIP
 - Cindy distributed a copy of the latest version of the Warrant Article which was accepted by the Trustees.
 - Cindy briefed the Trustees on the Warrant Article Presentation for the Deliberative session.
- Meeting Dates for 2018: Cindy distributed the list of suggested meeting dates for 2018. Changes were made and accepted.
- Other old Business:
 - Cindy reported that she has obtained information from Citizen Bank regarding a merchant account, so the Library can accept credit cards for fines and other charges. She will continue to do research and will come back to the board with a recommendation.

New Business:

- Library Direction Evaluation: Cindy reminded the Board that her anniversary date is in February, therefore her performance evaluation will be due at that time.

- Donations: Susan made a motion to accept donations in the amount of \$2,738.91. Tom seconded the motion, and it passed unanimously.
- Other New Business: None

Linda M. made a motion to adjourn. Tom seconded the motion, and it passed unanimously. The meeting adjourned at 6:29 PM.

Respectfully submitted,
Linda Matchett
Secretary