

Wolfeboro Public Library
Board of Trustees
March 12, 2018 Meeting
Minutes

Present: Trustees: Tom Madden, Linda Matchett, Susan Raser, Candy Thayer, Linda Wilberton; Alternate Trustee: Jane Newcomb; Library Director: Cindy Scott; Selectmen's Liaison: David Bower

The meeting was called to order by Linda W. at 5:35 PM.

Cindy announced the need for a non-public session.

Linda W. asked if there were any corrections or changes to the minutes of the February 12, 2018 meeting. Cindy indicated that under the Librarian's Report the sentence beginning "Cindy reported that the town had two safety committees..." should read "Cindy reported that the town had been notified by DOL of the need for multiple safety committees, however, there is only a requirement for one and more representation from labor is needed." Hearing no other changes, Susan made a motion to accept the minutes as amended. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report: The report was distributed prior to the meeting. Cindy reported that it is time to handle the annual disbursement from the trust funds. She will work with Susan to get this done. Candy made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy highlighted the statistics and indicated there seems to be a trend for patrons needing more staff assistance in areas such as reference questions and help with technology. She also indicated that program attendance is up.
- She report that the annual report to the state library was submitted.
- Cindy shared a complimentary letter from a patron.
- She indicated that after March she needs the trustees to take turns joining her on the WCTV broadcast. She will send an email with specifics.
- Susan made a motion to accept the Librarian's report. Linda M. seconded the motion, and it passed unanimously.

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

Committee Reports:

- HR: Linda reported that she had not completed the draft policy manual and anticipates being ready to present it to the HR committee by April.
- Building: Candy reported that if the warrant passes, an energy/sustainability audit will be done. Money has already been allocated for the study.

- Meeting Room Policy Subcommittee: Susan reported that she had received input from Trustees regarding the draft policy. A discussion followed about the suggested changes. She indicate she would send the compiled draft to Trustees and Cindy for further review.
- Other: None

Library Foundation: Members of the Foundation and the FOL are taking shifts to stand at the polls with signage.

Friends of the Library: Cindy reported that the bulk mailing was sent out, and a window display was put up at Avery Insurance. She indicated that the Book and Author Luncheon is already receiving interest. The next FOL meeting is scheduled for March 19th.

Open House: Cindy reported that the event was well attended, and she gave the presentation twice.

Library Director Evaluation: The Library Director's evaluation will be handled during the non-public session.

Other Old Business: None

New Business:

- Energy Consultant: Handled during Building Committee Report
- Donations: Susan made a motion to accept the miscellaneous donation in the amount of \$89.77. Tom seconded the motion, and it passed unanimously.
- Other New Business: Cindy reminded Trustees about the public meeting on March 15 at 6:30 PM to discuss South Main Street improvements. She also announced the NHLTA Conference scheduled for May 14, 2018 and asked Trustees to notify her of their intentions to attend.

Non-public: Candy made a motion to enter non-public session. Susan seconded the motion, and it passed unanimously. The Trustees entered non-public session at 6:19 PM.

Trustees re-entered public session at 6:30 PM.

Jane made a motion to adjourn the meeting. Tom seconded the motion, and it passed unanimously.

The meeting adjourned at 6:31 PM.

Respectfully submitted,
Linda Matchett
Secretary