

Wolfeboro Public Library  
Board of Trustees  
Minutes April 9, 2018 Meeting

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

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

The agenda was adjusted to allow the discussion with Donna DiCasparro regarding her generous donation of a grandfather clock constructed by and in memory of her father. It was agreed that Ms. DiCasparro will store the clock until the library expansion project is complete. Once the clock arrives at the library, a plaque will be placed on the wall near the clock. The library's donation policy was discussed with Ms. DiCasparro. Information will be placed within the clock to contact her should the library decide to divest itself of the clock at a future date, but she was cautioned that there are no guarantees this will occur, per the policy. Linda M. made a motion to accept the donation of the grandfather's clock. Candy seconded the motion, and it passed unanimously.

Election of Officers:

Candy Thayer presented the slate of officers for April 2018 through March 2019 as follows:

Chair: Linda Wilberton  
Vice Chair: Candy Thayer  
Treasurer: Susan Raser  
Secretary: Linda Matchett

Linda M. made a motion to accept the slate as presented. Linda W. seconded the motion, and it passed unanimously.

Linda W. made a motion to recommend to the Selectmen to appoint Tom Madden to fill the remainder of a vacant alternate term through July 2018. Linda M. seconded the motion, and it passed unanimously.

Linda W. asked if there were any corrections or amendments to the minutes of the March 12, 2018 meeting. Hearing none, Candy made a motion to accept the minutes as written. Doug seconded the motion, and it passed unanimously.

Cindy reported the following highlights from the Treasurer's report to be distributed via email at a later date:

- The second quarter income has been requested from the Town and should arrive shortly.
- The disbursements have been made from the trust funds and totaled \$3,865.00.
- The line items for books and other materials is slightly ahead of budget.
- The motion to approve was tabled until the May meeting by which time the trustees will have received the printed report.

#### Librarian's report:

- Cindy reported there were a large number of building issues that occurred during March.
- There were several closures and abbreviate hours due to inclement weather and power outages.
- The server failed and could not be restored. However, most of the data on the server was recoverable and backups were available. A permanent solution is being sought.
- There were a quite a few programs during March; a significant increase over last year.
- The auditors came and did not raise any issues.
- Linda M. made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

#### Public Input:

- Tom Madden asked if there was a gift acceptance policy. Cindy indicated there was.
- Jim Rouillard asked if the library's gardens were maintained through the Department of Public Works. Linda W. reported that Parks & Rec is responsible for mulching, but that much of the work is done by volunteers. Cindy indicated the gardens will be under the new expansion and a discussion needs to be had prior to the project start about what to do about the current plants.

#### Old Business

- Committees:
  - HR – Linda reported that the policy manual is still in progress and that June/July is a more realistic timeframe for having a draft ready for presentation to the Trustees.
  - Building – Candy reported the committee meets each Friday to discuss the design plans, and they are close to being finalized. Cindy indicated the contracts were returned from the attorney with copious notes, and the desire is to get the contracts finalized soon because the firms are already working.
  - Finance – Cindy distributed the signature card for individual's signatures in the event the treasurer is unavailable.
  - Meeting room subcommittee – No report
  - Other – Cindy distributed the list of committee members and asked trustees to sign up or delete their membership. She also distributed the contact list for review.
- Foundation:
  - Candy indicated the Foundation is working on Fund agreements.
  - Cindy reported the Foundation hosted the Chamber quarterly meeting March and considered it very successful.
  - The Town energy committee suggested the library conduct an energy audit which was done. The consultant spent the day with the Library Building and Energy committees as well as several members of the town. It was a very productive meeting during which it was agreed the Library would attempt to get as close to a net zero building as possible given the project budget. The study cost \$2,500, and contributions were made to cover the full amount.
- Friends of the Library: No report
- Other Old Business: None

#### New Business

- Building Project contracts – discussed under Committee reports
- Library Card Policy – The policy was distributed prior to the meeting, and Candy raised the issue of whether to change the policy to allow local businesses and their employees who are not all property owners in Wolfeboro to be part of the non-resident groups who are not required to purchase a library card. There was a brief discussion after which it was decided to table a vote until more research could be done.
- Library Conference and Trustee Orientation – Cindy reminded Trustees that the of the conference and orientation dates and asked them to notify her of their intent to attend. She indicated there was money in the budget to pay for attendance and mileage.
- Donations: Linda M. made a motion to accept donations in the amount of \$183.65. Doug seconded the motion, and it passed unanimously.
- Other new business: Cindy asked for a volunteer to be filmed with her as part of the WCTV's Coffee and Conversation segment. Linda M. agreed. Filming will occur on April 18.

Non-Public – None

Linda M. made a motion to adjourn. Linda W. seconded the motion, and it passed unanimously.

The meeting adjourned at 6:25 PM.

Respectfully submitted,  
Linda Matchett  
Secretary