

Wolfeboro Public Library
Board of Trustees
Minutes May 7, 2018 Meeting

Present: Trustees: Doug Smith, Candy Thayer, Linda Wilberton; Alternate Trustee: Jane Newcomb; Library Director: Cindy Scott

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

Jane Newcomb is the Voting Alternate

Linda W. asked if there were any corrections or amendments to the minutes of the April 9, 2018 meeting. Under Old Business/Committees/First Bullet "HR – Linda "M." and under New Business/Third Bullet delete "**that the**" in first line so that it reads "Cindy reminded Trustees of the conference and orientation dates ...". Jane made a motion to accept the minutes as corrected. Doug seconded the motion, and it passed unanimously.

Cindy said we did not approve the April Treasurer's Report which was emailed to the Board at a later date. Linda moved and Doug seconded that the April Treasurer's report be approved. The motion carried unanimously. Cindy reported the following highlights from the May Treasurer's Report:

- Donations are down. This is probably due to the financial campaign for the Renovation and Expansion Project.
- Fines are also down. Cindy thinks this is probably a result of the staff going over library materials, which are still outstanding, with the patron when they are checking items out. This is helpful to library card holders.

Librarian's report:

- Cindy gave a verbal report.
- Three health programs have been canceled by the Laconia VNA. The presenter is working elsewhere.
- Cindy and four members of the Library Staff worked Sunday, May 6th, cleaning things out in preparation for the move. The Library has 55,000 books, half of which will be stored as well as half the furniture and other items.
 - Some things will go to the Historical Society.
 - There are some 19th century reproductions of 18th century maps which will need special treatment. Cindy said they need to be encapsulated and restored. She did this in another library some time ago and remembers a cost then of \$2500 each. There are also some older oil paintings that will need climate controlled storage.
 - Candy recommended that the framed "Artists in the Park" posters not be dismantled but stored "as is" until the expansion and renovations are completed and we see how much wall space is available for such collections.
 - Cindy said a good Trustees project would be inventorying and attaching numerical labels to the furniture.

- Cindy updated the condition of the NH State Interlibrary Loan system. The State Library is trying to replace their current system, part of which is not working causing libraries to have to do more manually. Temporary systems they have looked at for the interim are not compatible with the type of system they would like to have.
- Cindy read parts of comments and letters received about the Library.
 - “intellectual center of town”
 - “pleasant library”
 - “you guys are too good”
- The Library is continuing to have minor lighting issues which are being addressed by an electrician.
- Doug made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Public Input: No public in attendance.

Old Business

- Building Committee
 - Cindy said the architect’s contract has been signed. She is awaiting the signature of the President of Lavallee Brensinger
 - Dave Ford has created a Memo of Understanding confirming the intent to award the construction management contract to Milestone. It makes the point that the Town has a very specific budget and the GMP (Guaranteed Maximum Price) cannot exceed \$4,329,550.
 - Ron is estimating that the energy efficiency recommendations from consultant Andy Shapiro will add \$200,000 to the project. These can be treated as a change order.
- Cindy has contacted Prime-X regarding insuring library property that will be stored off-site during construction. She is looking at multiple off-site locations and thinks we will need 1000-2000 sq. ft. of storage space. Much of it will need to be climate controlled.
- An “Adopt a Plant” and off-site storage of bulbs, shrubs and trees is being developed in conjunction with the Publicity Committee.
- Public Safety is doing a feasibility study with Lavallee Brensinger for a new complex. Cindy shared their “first pass” three options. The preferred concept had more of a village look (buildings near street/parking in the rear of lot behind buildings). They are leaning towards a two story building with a hipped roof. As this will encroach upon natural daylight in the office side of the Library building, the space in between the two buildings will have to have something designed, such as a courtyard or glassed in room, so the space doesn’t look like an alley. Public Safety hopes to build in 2022.
- The Library Project will be on the Planning Board agenda for June 15th. Dave Ford will present. He will also do library updates at the Board of Selectman meetings. He is very involved and helpful with the Library Project.

- Friends of the Library: The Book and Author Luncheon is going smoothly. The baskets to be raffled will go on display in the Library May 9th.
- Other Old Business: None

New Business

- A letter was received from Mike Babylon requesting to be considered for an Alternate Trustee position. He was recommended by Susan Raser and interviewed by Linda W. Jane moved and Doug seconded that we accept Mike as an Alternate Trustee and recommend his appointment to the Board of Selectmen. The motion carried unanimously.
- Donations: Jane made a motion to accept a grant of \$2560 and a donation of \$38.60. Linda W. seconded the motion, and it passed unanimously.
- Other new business: The photocopier lease is up. Pete Chamberlain negotiated a contract for the town photocopiers. With this group negotiation, we get a newer machine more often. There is a service contract as well with Seacoast Business Machines.

Non-Public Session – None

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

The meeting adjourned at 6:43 PM.

Respectfully submitted,

Candace Thayer

Important Dates:	May 15 7:00 pm	Planning Board Library update; Great Hall
	June 1	Book and Author Luncheon; Bald Peak
	June 11 5:30 pm	LBoT Meeting, Library Meeting Room