

Wolfeboro Public Library  
Board of Trustees  
Minutes June 11, 2018 Meeting

Present: Trustees: 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 5:35 PM.

Linda W. asked if there were any corrections or amendments to the minutes of the May 7, 2018 meeting. Cindy indicated that "Prime-X" should be changed to "Primex." In addition, the planning board meeting was held on May 15, not June 15 as indicated. Jane made a motion to accept the minutes as amended. Linda W. seconded the motion, and it passed unanimously.

Cindy reported the following highlights from the Treasurer's report:

- Heating oil is at approximately 75% of the budgeted amount. She commented that the estimated price per gallon for the second half of the year is going to be higher, therefore, the library will most likely go over budget. All other items are close to their budgeted amounts.

Librarian's report:

- Cindy distributed the newsletter, then read several positive comments that were received about the library staff.
- She gave the following update on the State's ILL system: The process to replace the system has started, and the RFP has been issued.
- The new copier has been installed and is much more intuitive to use than the previous copier.
- The new town manager came to the library for a tour.

Public Input:

- None. There were no members of the public present.

Old Business

- Building project update: Cindy showed the mock up of the library and paint and carpet samples. There is a discussion between the committee and designer regarding the drainage systems. It is estimated that Requests for Bids will go out in August, 2018. Cindy has been reviewing items that are in storage that have been donated over the years, many of which are of no use to the library. She will determine what to keep and will contact appropriate parties for disposition of other items. (e.g., museums, historical societies, etc.) She also indicated the Publicity committee has been very active.
- Foundation: Candy reported that the Foundation is still raising money and is working to finalize the contract that will allow payment of project bills through the Town.
- Friends of the Library: Jane indicated that the Friends have paid in full their pledge to the Foundation, and the organization's finances are in good shape. Proceeds from the Book and Author raffle were \$1300.00. Membership currently stands at 227 members.

- Alternate Trustees Positions: Cindy indicated that there are three positions open, and that current alternate trustees who wish to serve another term should submit their letter to Linda Wilburton no later than July 6, 2018.
- Code of Ethics: This document was issued to trustees prior to the meeting. After a brief discussion, Linda M. made a motion to accept the Code as written. Doug seconded the motion, and it passed unanimously.
- Collection/Furniture Inventory: Cindy is creating a system to account for all items within the library. She needs volunteers to help with the project. Trustees who are able to help should contact Cindy.
- Other Old Business: None

#### New Business

- Library Fire Alarm Master Box System: The town has installed a new alarm system, rendering the current Fire Alarm Master Box obsolete. The historical society has indicated an interest in getting the box. The Fire Department has agreed to remove the box. Jane made a motion to donate the box to the Wolfeboro Historical Society. Linda W. seconded the motion, and it passed unanimously.
- Credit Card policy: A policy was distributed to trustees prior to the meeting. After a brief discussion, it was decided to table the policy at the present time.
- Donations: Linda made a motion to accept donations in the amount of \$76.75. Jane seconded the motion, and it passed unanimously.
- Other new business:
  - Linda Wilburton indicated she received a letter of resignation from Trustee Susan Raser who is relocating out of the area. Linda W. will write a letter of appreciation to Susan.
  - As a result of Susan's resignation an acting treasurer needs to be elected. Linda M. made a motion to appoint Candy acting treasurer. Doug seconded the motion, and it passed unanimously.
  - Cindy announced that it was time to start on the new budget. It was agreed that she would create a draft budget for the Trustees to review.

Non-Public – None

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

The meeting adjourned at 6:45 PM.

Respectfully submitted,  
Linda Matchett  
Secretary