

Wolfeboro Public Library Board of Trustees

August 13, 2018 Meeting Minutes

Present: Trustees: Mike Babylon, Linda Matchett, Linda Wilburton, Doug Smith, Candy Thayer; Alternate Trustee: Tom Madden; Library Director: Cindy Scott

The meeting was called to order at 5:30 PM.

Linda W. asked if there were any corrections to the minutes of the July 9, 2018 meeting. Hearing none, Linda M. made a motion to accept the minutes as written. Candy seconded the motion, and it passed unanimously.

Treasurer's Report: The Budget vs. Actuals and Balance Statement were distributed prior to the meeting via email. Cindy indicated that the line item for grants was higher than normal because of the Foundation's receipts. She reported the energy audit donations need to be deposited. Linda M. made a motion to accept the Treasurer's Report. Linda W. seconded the motion, and it passed unanimously.

Librarian's Report: Cindy reported that Terry Knowles, Assistant Attorney General for Trustees has left her position. Cindy announced several conferences and workshops that are coming up and reminded trustees that money is available in the Professional Development line item to pay for attendance. She shared comments and feedback received from the public. Cindy distributed the new brochure. Cindy reported that she met with the new Finance Director and Town Manager. She indicated there have been many issues with the air conditioning system resulting in repair bills.

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

Old Business:

Committee Reports:

- Finance: Cindy indicated the accounts need more signers, and an Assistant Treasurer needs to be elected. After a brief discussion, Linda M. made a motion to elect Mike Babylon as Assistant Treasurer. Candy seconded the motion, and it passed unanimously. It was agreed Mike Babylon and Doug Smith will be the additional signers. Cindy will secure the necessary paperwork.
- HR: Cindy reported that there are some policies that need to be reviewed/created with regard to library closures and other situations associated with the building project. Linda reported that a draft copy of the updated handbook should be ready for review in September. A meeting date was set for the HR committee to meet.

Building Project Update: Cindy showed the presentation she will be making at Saturday's Open House and pointed out site plan issues. She also reviewed the draft schedule and discussed internal and external logistics. Cindy indicated the wetlands permit has been received, and the bid process is moving forward. She reported that she met with the Selectmen to go over the

project and suggested that this occur about every six weeks. The Trustees agreed, and a meeting in September will be scheduled. Groundbreaking has tentatively been scheduled for September 19, 2018 with some level of festivities planned by the publicity committee.

Library Foundation: Cindy indicated that individuals have made donations as a result of the energy audit and initiative, and some have asked for naming opportunities. A brief discussion ensued during which trustees agreed the Foundation should create naming opportunities when feasible.

Friends of the Library: No report

Alternate Trustee Positions: There are three open spots for Alternate Trustees for which one candidate, Tom Madden, has been received. Doug Smith made a motion to submit Tom Madden's name to the Selectmen to be appointed as an alternate trustee. Candy seconded the motion, and it passed unanimously.

Open House: The open house is scheduled for Saturday, August 18, 2018. The ice cream social portion will be from 1:00 to 3:00. Candy and Linda W. will coordinate the social.

2018 Budget Review and Discussion: The budget was not ready to discuss. A specially called meeting was scheduled to handle the budget review.

Storage Rental: Cindy reported that the space she has been looking to lease for book storage may not work out because of requirements requested by the landlord. Other locations were discussed.

Schroth Bequest: The library received a bequest in the amount of \$118,000. A discussion was had regarding use of the money. Because of the amount, it will need to be accepted by the public. This item will be added to the agenda of the September Trustee's meeting.

Other Old Business: None

New Business:

Technology Planning: Cindy distributed a Statement of Work from David Shea regarding Conversion to Office 365. After a brief discussion, it was agreed to move forward with the work.

Trust Fund Voucher Requests: Linda M. made a motion to request that the funds held by the Trustees of the Trust Funds for the Library Building Project be released to the Town of Wolfeboro to help offset the cost of the building project. Doug seconded the motion, and it passed unanimously.

Town Employee Appreciation day: Cindy indicated the date for this event is September 14, 2018. As usual the schedule will be arranged to allow for library coverage and the opportunity to attend for those who wish to do so.

Donations: Linda W. made a motion to accept \$75.23 in miscellaneous donations. Linda M. seconded the motion, and it passed unanimously.

Other New Business:

- Cindy indicated that people are coming forward regarding donations of large items to the library and a policy needs to be created.
- Cindy reported that the Town Manager has issued a media policy that the library trustees should review.
- Cindy reported the Town Manager has asked for three goals from each of her Directors. Cindy distributed her goals for review by the trustees. Linda M. made a motion to accept Cindy's goals to be sent to the Town Manager. Doug seconded the motion, and it passed unanimously.

Linda W. made a motion to adjourn. Linda M. seconded the motion, and it passed unanimously. The meeting adjourned at 7:08 PM.

Respectfully submitted,

Linda Matchett

Secretary