

Wolfeboro Public Library
September 10, 2018 Trustees Meeting
Minutes

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

Linda W. called the meeting to order at 5:35 PM.

Linda W. asked if there were any changes or corrections to the minutes of the August 13, 2018 meeting. Cindy indicated the following changes in the Treasurer's Report:

- "Foundation's receipts" should read "Foundation's grants to the library."
- "Energy audit donations" should read "energy audit grants."
- Linda W. made a motion to accept the minutes as amended. Doug seconded the motion, and it passed unanimously.

Cindy distributed minutes from the September 4, 2018 special-called meeting. Linda W. asked if there were any changes or corrections to the minutes. Hearing none, Doug made a motion to accept the minutes as written. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report: Candy reported she will be working on getting the signature cards updated this week. There was a brief discussion about the building fund line item. Cindy reviewed the Budget vs. Actual report and noted that the phone budget will be over budget by the end of the year. In addition, there is an issue with the insurance coverage on the copier. Cindy is pursuing a resolution. Two staff chairs were purchased which will put the furniture line item over budget. All other items seem to be on target at this time.

Librarian's Report: Cindy reported that the project of getting staff emails and files onto the Cloud is approximately 80% complete. When finished, this will allow for efficiencies during the transition/expansion period.

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

Committee Reports:

- Finance: No report
- HR: Linda reported that the committee met to discuss library closures during the expansion project and that a policy will be devised to address staff working from home. In addition the committee began to review the draft handbook. The next meeting is scheduled for Monday, September 24, 2018, at 5:00 PM.
- Other: None

Building Project:

- Linda W. indicated the garden project of moving and giving away plants is nearly complete.

- The committee will be meeting on September 12th to discuss project status. Cindy noted that bids are slow in being returned. The schedule may move out, but ground breaking will occur no later than Monday, October 1.
- The ground breaking ceremony will be Friday, September 28 at 10:00 AM
- Items have begun to be moved to offsite locations. Cindy reported she hasn't heard back about builder's risk insurance.

Library Foundation: Bob Woerheide is setting up fund agreements for the energy audit, furniture, and landscaping. People will be able to go online and sponsor an item. Cindy indicated that she has been asked to sign a General Terms, Conditions, and Understanding document by the Foundation. It was agreed she would sign the document as a Signer, rather than as an official.

Friends of the Library: No report.

Alternate positions: Cindy reported there are still two open alternate positions.

2018 Budget Review and Discussion: The following items were discussed:

- Changes to the library budget made by the Town Manager.
- The line item "Legal"
- Pricing for Block5

Storage Rental Update: Cindy is continuing to seek available space which includes space at Huggins Hospital in the vacated maternity wing. She is awaiting a response.

Other Old Business: None

New Business:

Furniture and Equipment Loans:

- The town has asked to borrow furniture to set up a meeting space in the railroad station that was vacated by the Nursery School. After a brief discussion, Candy made a motion to loan tables and chairs to the Town of Wolfeboro for temporary meeting space at the railroad station to create a meeting space. The amount of furniture will be at the Library Director's discretion. Doug seconded the motion, and it passed unanimously.
- The Lakes Region Genealogy Group that currently meets at the library will be moving to the Latter Day Saints Family History Library. They have asked to borrow the library's scanner during the renovation project. Linda M. made a motion to allow the Lakes Region Genealogy Group to borrow the scanner that was purchased in memory of Ginni Burke for the duration of the construction project. Linda W. seconded the motion, and it passed unanimously.
- Groundbreaking Ceremony: The ceremony is scheduled for September 28, 2018 at 10:00 AM. Invitations have been issued. WCTV, The Granite State News, and other media will be in attendance. The location where the shovels will dig is TBD.

Grants and Donations: Linda M. made a motion to accept \$250 in grants and \$299.39 in donations. Doug seconded the motion, and it passed unanimously.

Other New Business: Cindy reported that NHMA is taking over the Trustee's Basic Duties, Roles, and Responsibilities Training and the next session will be held at NHMA's annual meeting at the Downtown Hotel in Manchester on November 15, 2018.

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

The meeting adjourned at 6:38 PM.

Respectfully submitted,

Linda Matchett
Secretary