

Wolfeboro Public Library Board of Trustees

November 19, 2018 Meeting Minutes

Present: Trustees: Mike Babylon, Linda Matchett, Doug Smith, Candy Thayer, Linda Wilberton; Library Director: Cindy Scott; Selectmen's Liaison: David Bower; Town Manager: Becky Merrow

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

The agenda was shifted to allow for Becky to discuss the Town aspects of the Library's building project such as engagement letters, bond proceedings, contracts, and interim financing.

The necessity of a warrant article in 2019 regarding spending of the Schroth Fund Expenditure was also discussed with the town manager. A draft of the warrant was given to Ms. Merrow who indicated it would be reviewed by the appropriate parties to include all required wording. She indicated the draft should be ready for the 11/26/18 meeting. (Meeting date later changed to 12/5/18)

Linda W. asked if there were any changes or corrections to the minutes of the October 15, 2018 or October 26, 2018 meetings. Hearing none, Linda M. made a motion to accept the minutes as written. Doug seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy reported on the amount in the building fund and indicated that market volatility has impacted earnings. It was decided to write the check to the Town of Wolfeboro as soon as possible, leaving \$5,000 in the fund.
- Cindy reported the Library has received all monies from the town.
- Donations are lower than anticipated which has created some challenges. All other anticipated income is as expected.
- The budget looks good with no major issues. Computer, building, and equipment maintenance are the biggest concerns.
- Linda W. made a motion to accept the report. Candy seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the program newsletter and indicated there will be fewer programs as constructions commences.
- Cindy read notes received from patrons.
- She indicated the staff dress code has relaxed because of the amount of packing and cleaning required to prepare for construction. Reference books have been packed. Materials have been moved offsite by volunteers.
- Weeding continues, with books offered for free to patrons.

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

Old Business:

Committee Reports:

- HR: Linda M. reported the committee met to review the final draft of the handbook/policy manual. Progress has been made and the committee will meet on December 10, 2018 to finish review of the document.
- Other committees: None

Building Project:

- Candy reported that Integrity got delayed on another project putting them behind on the Library project. They arrived today and marked areas on the ground. The foundation work will begin as soon as possible. One of the first tasks will be to change the public access road.
- Schedule review: Cindy indicated the project is two weeks behind, and potentially four weeks behind, however some areas are ahead.
- Internal/External Logistics: The contractor has asked for chunks of time when the library will be closed so that work may be done. There was a brief discussion about the most ideal times for closures to occur.
- Logistics/movement of stacks: Cindy indicated she has reached an agreement with Josh Arnold of GALA to lease a portion of their space for storage. She also indicated that fines will be suspended during extended closures. She is in discussions with Town Hall about putting the book drop in their building. Candy reported that colors have been selected for some inside areas. Furniture will be considered after the first of the year.

Foundation:

- Candy indicated that some of the Foundation Board members are finishing their terms, so the Board is currently recruiting for replacements.
- A Part-time bookkeeper has been hired.
- The Foundation met with the Town's Finance Director to discuss scheduling of payments to the Town.
- Candy reported that warrant articles will be needed to close the Library's Trust Funds.
- One response has been received for the energy initiative.

Friends of the Library: Linda W. reported the Friends have a balance of \$16,000. They plan to participate in the Town's Thanksgiving parade the Saturday after Thanksgiving and the Festival of Trees held at the Wright Museum. They have selected Kate Flora as one of the authors for the Book and Author Luncheon.

2019 Budget: Cindy reported the meeting has occurred with the Budget committee. The final budget review will be 12/17/18, and the public hearing will be 01/03/19.

Other Old Business: None

New Business:

- Cindy reported the Library has received a letter from the Tamworth History Center accepting the donation of the Chinook picture. The letter will be signed by Wolfeboro Public Library Board Chair and returned to Tamworth.
- Cindy indicated she received a publication, “Basic Law of Budgeting” from the Town Manager for future reference in the Town’s budgeting process.
- Cindy reported she will have fifty (50) hours of leave time to roll into 2019. The board signed the documentation approving the action.
- Other new business: None

Non-public: None

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

The meeting adjourned at 7:12 PM.

Respectfully submitted,
Linda Matchett
Secretary