

Wolfeboro Public Library
Board of Trustees
December 10, 2018 Meeting
Minutes

Present: Trustees: Mike Babylon, Linda Matchett, Doug Smith, Candy Thayer, Linda Wilberton;
Alternate Trustee: Tom Madden; Library Director: Cindy Scott; Selectmen's Liaison: David
Bower

The meeting was called to order at 5:33 PM.

Linda W. asked if there were any changes or corrections to the minutes of the November 19, 2018 meeting. Cindy indicated that the word "warrant" should be changed to "article" in the sentence "A draft of the warrant was given to Ms. Merrow..." Hearing no other corrections, Candy made a motion to accept the minutes as amended. Doug seconded the motion, and it passed unanimously.

Treasurer's Report:

Candy indicated that changes in the market caused the value of the building fund to drop. This has impacted the amount of money to be sent to the Town. She is waiting until December 12 to see if the market improves before she cuts the check to the Town of Wolfeboro. Cindy reported that the budget is getting close to 100%. She indicated line item 6060.412 Water may go over budget. The construction project has uncovered some of the water pipes. In an effort to prevent freezing in the pipes, spigots have been left to drip. The heat failed and Stroger's was called to repair it. A sensor was determined to be at fault. Kudos to Bob and Parker of Stroger's for their continued work at keeping the heating system operational.

Librarian's Report:

- Cindy shared a complaint and several positive notes from patrons.
- She indicated the book drop is working well.
- She read a thank you card from the Boat Museum Director in response to the donation of a map cabinet, office chair, and other items no longer needed by the Library.
- Cindy reported the driveway closure and creation of a new driveway was challenging. Staff were not notified the change was going to happen, so the situation created difficulties for patrons. Staff were able to put up signage and arrange for lighting to alleviate the situation.

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

Committee Reports:

- HR: Linda M. reported the committee has finished its review of the draft Employee Handbook, and that changes will be incorporated. The document will be sent to committee members for a final review before forwarding to the full Board for consideration.
- Other: None

Building Project:

- Cindy reported she made a presentation to the Board of Selectmen on the status of the library project including information about abbreviated hours and the energy initiative.
- The Town Manager has secured a bank for bonding the project: Newburyport Five Cent Savings Bank won the bid.
- The parking lot has not been finished because the temperature dropped to an unacceptable level too soon.
- The work is moving quickly, and the public seems to be handling the changes and inconveniences well. The collections continue to be moved around to accommodate the work.
- Cindy gave kudos to Linda Wilberton as “the number 1 volunteer.” Linda has shown up regularly and often to assist with packing, moving, and numerous other tasks.
- Construction committee: Candy indicated the committee meets every other Thursday. Milestone runs the meeting and the architects are involved.
- A foundation from a former building was discovered when the hole was being dug for the new foundation. Extra costs were involved because of material removal.
- The crew is working on getting lights moved inside to improve visibility. They are also going to relocate the oil tank.
- Solar Initiative: Cindy reported the initiative will not be ready for the opening of the new space. There is not enough time to resolve many of the issues surrounding the initiative. The plan is to achieve it in 2020.
- Two more storage containers have arrived.
- Lease Agreement: Cindy has arranged for materials to be stored in GALA’s building on Bay Street. She presented a lease agreement for consideration. The document has also been sent to the Town Manager for review. Linda M. made a motion to accept the lease with GALA for storage of Library materials. Doug seconded the motion, and it passed unanimously. Cindy reported that Josh Arnold has made arrangements for sixteen workers to help move the items to the building.
- Invoices: Cindy reported there was a delay in getting invoices. She has worked with Milestone to resolve the issue.

Library Foundation: Cindy reported that research on getting a generator has stalled. She indicated there were two donors interested in the same area of the Library. An alternative location was suggested to one of the donors who has agreed to the change.

Friends of the Library: Cindy reported that FOL participated in the holiday parade and will be participating in the Festival of Trees.

2019 Warrant Article: Cindy indicated that the Library’s anticipated warrant was not on the list of warrants. She is waiting for the update, due out on December 12, to ensure the warrant gets listed. The other warrant article from the Trustee of the Trust Funds will be delayed until 2020.

Other Old Business: Cindy reminded trustees that Mike, Doug, and Linda’s terms expire in March 2019, and if interested in another term, they should submit the necessary paperwork to run for the office. Linda indicated she will not seek another term.

New Business:

- 2019 Trustees' meeting schedule: Cindy distributed the proposed schedule with choices in October and November to take the place of regular dates that will fall on holidays. Dates were finalized, and Doug made a motion to accept the schedule as amended. Linda W. seconded the motion, and it passed unanimously.
- 2019 Library Holiday Schedule: Cindy distributed the proposed schedule and indicated that rather than close at 4:00 PM on Christmas Eve, the library will be closed for the full day. Linda W. made a motion to accept the schedule as amended. Linda M. seconded the motion, and it passed unanimously.

Donations: Linda M. made a motion to accept donations in the amount of \$461.86. Doug seconded the motion, and it passed unanimously.

Other New Business: None

Non-public: None

Having no other business Linda W. made a motion to adjourn. Doug seconded the motion, and it passed unanimously.

The meeting adjourned at 6:37 PM.

Respectfully submitted,
Linda Matchett
Secretary