

Wolfeboro Public Library Board of Trustees
Meeting January 14, 2019
Minutes

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

The meeting was called to order at 5:35 PM. Tom was named a voting alternate.

Candy asked if there were any corrections to the minutes of the December 10, 2018 meeting. Hearing none Mike made a motion to accept the minutes as written. Tom seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy reported that she has requested the first quarter appropriation from the town.
- Cindy indicated the books have been closed for the year, but there are a few bills that have not come in and will need to be applied to the 2019 budget.
- Candy indicated that she has not liquidated the Fidelity fund because of the recent drop in the stock market which impacted the fund. When the fund increases to an acceptable level, she will liquidate and send the check to the Town.

Librarian's Report:

- Cindy reported the staff has settled into the temporary quarters at the church. Some of the technology has not worked as well as anticipated, but they are making do and getting projects completed.
- She announced that the period for announced candidacy for being a trustee is January 23 through February 2, 2019. There are two positions open. She indicated the Foundation is also in need of Board members.
- Anne Marble is retiring effective January 23rd, and an event will be held in her honor. Cindy will forward the information when she receives it. She also indicated that Jeff Urquhart is retiring effective immediately.
- Cindy distributed the annual report that will be submitted to the Town and the Attorney General.

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

Old Business

Committees:

- HR: Linda presented the Policy/Handbook for approval. The trustees reviewed the document and made some changes. Upon completion of the review Candy made a motion to adopt the personnel policy manual as amended. Doug seconded the motion, and it passed unanimously.
- Finance: None

- Building: The committee met on Friday, January 11, 2019 to discuss a recommendation from the site manager regarding the solar tubes. Cindy reported there have only been a few change orders. The committee is beginning to look at colors. She indicated a quote has been received to refinish the antique circulation desk. An anonymous donor has come forward to cover the expense of the work.

Building Project:

- The schedule is approximately two weeks behind, however some portions of the project have been caught up. There have been quite a few volunteers who have provided tremendous help with a variety of needs. Pine Hill Storage has donated a unit that will be used to store the stacks.
- The bond anticipation note has been set up.
- The invoices are being handled.

Library Foundation: The annual meeting is scheduled for January 29, 2019. The solar initiative may have a warrant article for the 2020 election.

Friends of the Library: No report

Other old business: Cindy indicated the next step in the budget is the deliberative session scheduled for February 5, 2019.

New Business

Trustee positions: This discussion item was handled during the Librarian's report.

Library Director Evaluation: This was tabled.

Policy review: Cindy indicated it was time to review the following policies: Meeting room, library card, and acceptance of objects. The trustees agreed, and as time permits the policies will be reviewed and updated as necessary.

Donations: Linda made a motion to accept donations in the amount of \$112.10. Doug seconded the motion, and it passed unanimously.

The meeting adjourned at 7:05 PM.

Respectfully submitted,
Linda Matchett
Secretary