

Wolfeboro Public Library  
Board of Trustees  
Regular meeting – rescheduled  
March 11, 2019  
Minutes

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

The meeting was called to order at 5:40 PM.

Linda W. asked if there were corrections to the minutes of the February 19, 2019 meeting. Cindy indicated the following:

- Karen Caldwell should read Karyn Caldwell
- Lavalee should read Lavallee
- Wiberton should read Wilberton
- Under solar initiative
  - Energy Commission should be replaced with “Town”
  - Project should read projects
  - Add “and town policy” after Master Plan
- Under Friends of the Library: Two authors for the Book and Author Luncheon, and add “in June” after “will take place.”
- Candy made a motion to accept the minutes as amended. Linda M. seconded the motion, and it passed unanimously.

Treasurer’s Report:

- Cindy reported that Deb Zakurah has resigned, and the town is in need of a Finance director. She indicated there have been many employment changes at Town Hall.
- Income was taken from trust funds as follows:
  - Huebner-Raddin: \$295.80
  - Materials: \$773.21
  - Endowment: \$3,000.00
- Candy indicated \$100,000 has been liquidated from the Building Fund and sent to the Town.
- The operating budget is where it should be at this time of the year with the exception of the heating oil budget which is at 42%. In addition, one of the air handlers is not functioning, so it has been turned off and will not be repaired.
- Candy made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Librarian’s Report:

- Cindy reported that she is working on statistics, but has not had an opportunity to analyze them yet. She is still working part-time but gradually increasing her hours.
- Cindy shared several positive notes received from patrons.
- She reported there were many leaks in the roof as a result of the construction project. The roof was sealed, and to date there have been no more issues.
- She is working on the annual report for the state and will forward an electronic version to Board members when completed.

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

Old Business:

Committees:

- Finance:
  - Cindy indicated the committee should meet to discuss handling of the Schroth bequest.
  - In addition, one more signer is required on the account. This should be handled after the election of officers at the April, 2019 meeting.
- HR:
  - Cindy indicated the committee needed to meet regarding the Adult Services description.
  - She reported the handbook/personnel manual has been distributed to staff, and acknowledgement forms are being returned.
- Building:
  - There will be a meeting in the near future to discuss furniture.

Building Project Updates:

- Cindy shared the color board and fabric swatches chosen by the committee.
- She indicated the next closing will occur from March 22 through April 6.
- The project is slightly behind schedule, and staff and stacks will move into the new section approximately the end of May or beginning of June.
- Oil deliveries need to be coordinated in order to let the tanks go down
- The book drop needs to be moved, and Cindy is working on a solution. A question was raised as to whether Library Elf can be used to notify patrons about holding onto their books during closures.

Foundation:

- The Foundation is gearing up to work on furniture and landscaping. Once items have been decided upon, they will be listed on the Library and Foundation websites for people to “purchase.”
- Candy reported that payments are being made to the Town on a quarterly basis, and will continue until the financial commitment has been met.

Solar Initiative: Discussed under committees

Friends of the Library: The next meeting is scheduled for Monday, March 18, 2019. They are working on the newsletter and the Book and Author Luncheon.

Library Director Evaluation: Linda W. indicated she would distribute the evaluation form to Trustees to obtain input on Cindy's performance. Linda W. will compile the information, and the review conducted during a non-public session at the April 2019 Trustees meeting.

Tuftonboro Library Offer: Cindy met with Christie Sarles about reciprocal cards, and it was agreed the Wolfeboro Library should offer cards to Tuftonboro residents should the Tuftonboro Library construction project warrant pass.

Other Old Business: None

New Business:

IT Coordinator position: The current incumbent has resigned effective March 9, 2019. There was a brief discussion regarding job responsibilities. Doug made a motion to add the following essential function: "Initiates, develops, and supports library online and digital services including website, social media, and other technology projects." Linda M. seconded the motion, and it passed unanimously. Doug made a motion that the Board of Trustees allow Cindy to fill the vacated IT Coordinator position. Linda W. seconded the motion, and it passed unanimously.

NHLTA Conference Planning: Cindy reminded Trustees that the next conference is scheduled for May 29, 2019. She asked Trustees to notify her if they wished to attend. There is money in the library budget to pay for Trustees.

Donations: Doug made a motion to accept donations in the amount of \$2,237.70. Candy seconded the motion, and it passed unanimously.

Non-Public Session: None

Doug made a motion to adjourn the meeting. Linda M. seconded the motion, and it passed unanimously. The meeting adjourned at 6:47 PM.

Respectfully submitted,

Linda Matchett

Secretary