

Wolfeboro Public Library
Board of Trustees
April 08, 2019 Meeting
Minutes

Present: Trustees: Mike Babylon, Sandy Hurd, Doug Smith, Candy Thayer, Linda Wilberton; Future Alternate Trustee: Deborah Long Smith; Library Director: Cindy Scott; Selectmen's Liaison: Q. David Bowers

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

Linda said there would be a need for the Library Board to hold a **non-public session** under RSA 91-A:3 at the end of the business meeting.

Election of Officers

Linda presented the slate of officers proposed by the Nominating Committee to serve from April 2019 through March 2020 as follows:

Chair Linda Wilberton
Vice Chair: Doug Jones
Treasurer: Mike Babylon
Secretary: Sandy Hurd

Doug made a motion which was seconded by Sandy to accept the slate as presented. It passed unanimously.

Linda asked if there were any changes or corrections to the **minutes of the March 11, 2019** meeting. Cindy indicated that the surname "Zakurah" should be spelled "Zabkar" in the sentence "Cindy reported that Deb Zabkar has resigned and the Town is in need of a Finance Director." Hearing no other corrections, Linda made a motion to accept the minutes as amended. Doug seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy said the Betty Jane Schroth Bequest of \$118,463.01 was deposited in the Library's People's United Bank savings account on July 25, 2018. As the bequest will be used for furniture for the Library Building Project, it was decided to set up and transfer the bequest and accrued interest to a checking account. The new account is an interest bearing checking account with a charge of \$.17 per check written. The free checking accounts do not earn interest. Candy, Mike and Linda are the signatories. The account will officially be opened on April 9th when all have signed. In addition to the bequest amount, interest earned of \$278.08 will also be allocated to the account for an opening total of \$118,741.09. Schroth account checks will be mailed to Lori's attention at the Library.

- Candy will call the Town Finance Office to request the second quarter Library income from the Town.

Selectmen's Liaison David Bowers said the BOS has received 20 applications for the open Town Manager position. The BOS will narrow the applicants for interviews. The open Finance Director position has received some applications. Deb Zabkar is working part time in the interim.

Librarian's Report:

- Cindy said the motor in an air handler has broken. One of the two forty year old furnaces is continuously cycling on and off resulting in **increased oil usage**. Stroegens was called. Cindy is hopeful we do not go over budget in that category. We have already used 60% of our oil budget.
- Another budget concern area is advertising as the Library has placed ads to hire a new IT Coordinator. Cindy and Barbara Widmer will interview two candidates next week. They are looking for a person who can develop new technology resources
- Cindy will meet with Block Five, a computer support group with whom the Town and the Library have a contract, in May.
- When the Library is closed to the Public to facilitate the Contractor's schedule, the staff works on projects in space provided by the First Congregational Church Wolfeboro. They were hoping to do some statistical studies, but the Library's statistics are in the Cloud which isn't accessible from the Church. Archival materials are being cataloged which will make these items more accessible to the Public.
- Cindy plans to add a library custodian in the October. The person will work six days/three hours per day each week and will be responsible for cleaning and setting up rooms for varying activities and programs.

Linda moved and Doug seconded to accept the Librarian's Report.

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

Old Business

Committee Reports:

- **HR:** The new, updated **Employee Handbook** has been printed and distributed to Library Staff. There are still a few corrections to be made plus the Longevity Pay tables are incorrect. This will be taken care of.
- Cindy has written a new draft position description for an **Adult Services Librarian**. She would like the HR Committee to work on this as well as some other staff positions and the wage scales which were last updated in 2016.

- **Finance:** The opening of the Schroth Checking Account was included in the Treasurer's Report. Mike, as incoming Treasurer, per the Bylaws will chair the Committee.

Cindy led everyone on a behind the scenes **construction tour**. The contractor is making good progress.

Building Project – Updates:

- **Spray foam insulation** will be started Friday, April 12 when the Library is closed to the Public and the Library Staff. There is a question about the Library being able to be opened on Saturday because of the potential for fumes. Cindy said three staff members are chemically sensitive so they will be the “canaries”. Many improvements have been made regarding the fumes generated by this product. Environmentally friendly spray foam has been chosen.
- Two models of ceiling LED lighting have been chosen for the majority of the building. There is still some specialized lighting that needs to be selected.
- Ernie and Dennis of Milestone are ready to take the front wall down. Everything in that area must be shifted and moved. The materials must be reshelved in the proper order. A new location for magazines and newspapers needs to be determined.
- More library materials need to be moved out of the building. Archives and antique books will go to Candy's house. Books and other library materials will go to the GALA basement.
- Cindy and some staff will meet with a furniture vendor next week.
- All of the old HVAC system must be removed to install the new HVAC system. The contractor is taking over Lynn Clough's office to do this.
- Some time ago, David Bowers donated 16,000 antique New Hampshire postcards housed in custom made cabinetry to the Library. A good storage place needs to be found within the building for the construction period.

Library Foundation: Candy reported that the Foundation will set up funds to raise money for Equipment, Furniture and Landscaping. Cindy suggested that the Foundation create a Naming Opportunities Committee to determine a format and gather the information/names each participating family wants displayed.

Friends of the Library: The Book and Author Luncheon will be held at Bald Peak on June 7th. The Trustees decided to forgo creating a basket this year as there is so much going on with the Building Project. The Friends are considering doing a fund raiser dinner at the Pickering House.

The **NHLTA Conference** will be held in Manchester on May 29th. Board members should apply. The Library will reimburse the conference fees.

Linda read Deborah's letter to be appointed an **Alternate Trustee**. Candy moved and Linda seconded that Deborah be recommended as an Alternate Trustee to a term expiring on July 31, 2019. The next Alternate Trustee term is August 1, 2019 to July 31, 2020. The motion carried unanimously.

Other Old Business: None

NEW BUSINESS

Policy Manual – Discussion and Planning: Cindy wants to rewrite the Policy Manual with the newly completed building in mind. Of special import would be a Meeting Room Policy that covered all the meeting rooms and spaces. No longer will we have to be as restrictive as when we only had the one room. Linda, Doug and Candy agreed to work on this. Another area of discussion and decision making concerns security cameras. Do we want a few only for the outside? Do we want to cover anything on the inside? These are two examples of policies that need to be addressed and adapted for the completed building.

Non-Public Session: Candy moved and Doug seconded that we go into Non-Public Session under RSA91-A:3 at 7:03 PM for the purpose of the **Library Director Evaluation**. The motion carried unanimously. Linda moved and Sandy seconded that we come out of Non-Public Session at 7:20 pm. The motion carried unanimously. The minutes will be sealed.

Other New Business: None

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

The meeting adjourned at 7:25 PM.

Respectfully submitted,
Candace Thayer

Upcoming Meetings/Events:

Regular Trustees Meeting May 13, 2019, 5:30 pm
NHLTA Annual Conference May 29, 2019, Manchester