

Wolfeboro Public Library
Board of Trustees
May 13, 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

The meeting was called to order at 5:42 PM.

Linda asked if there were any changes or corrections to the **minutes of the April 8, 2019** meeting. On page 1 under Election of Officers: Vice Chair – Doug Jones should be Doug Smith. On page 2 under Librarian’s Report, first paragraph, Stroegens should be spelled Strogens. On page 3 under Finance, second line, should read (corrections in bold) Mike, as incoming Treasurer, per the Bylaws, will chair the **Finance** Committee. Lastly, on page 3 under Building Project, sixth paragraph, Lynn should be spelled Lynne. 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:

- Mike signed off on People’s Bank; Citizen’s Bank is not complete, though he did sign the paperwork. Mike indicated that QuickBooks works; he will meet with Lori this week.
- Cindy stated that the library hasn’t received the second quarter payment yet under the Operating Budget. Bills from the town, which are two months behind, will be paid once the quarterly payment is received. Cindy noted that on the budget vs actual 2019 budget sheet, payroll/benefits will get caught up. Block5 Technologies just got paid.
- Cindy indicated that the library has stopped ordering fuel oil. Two of the four tanks are now empty. The heat will be turned off once the temperature is consistently at 50 degrees F or higher during the night.
- Cindy mentioned that there is a disagreement with the billing for building maintenance over Strogens furnace and air handler repairs. It is in the process of being resolved.
- Cindy said that the library plans to provide off-site programs for children this summer.

Librarian’s Report:

- Cindy attended a department heads meeting where it was mentioned that the Budget Committee would like to see justifications on rates of return to the Town on budget items.

- Several patrons made positive comments about the “amazing” library, “appreciate all we do” and “this place is a gem.”

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 committee is working on the new Adult Services Librarian job description in order to have Board approval at the June meeting. The next step will be to work on salary ranges. The committee is looking forward to new HR member Linda Matchett.
- Cindy mentioned that the next **Policy Committee meeting**, which will be held on **June 6, 2019** at 10:00 am, will involve updating the Policy Manual. She will make up the agenda.
- Candy and Doug will work on the maps (take down; measure; take pictures) the first week of June.

Prior to the start of the meeting, Cindy led everyone on an updated behind the scenes **construction tour**. The contractor is making good progress.

Building Project – Updates:

- **Furniture:** Joyce, Barbara, Candy and Cindy have been working with furniture companies and existing furniture to develop a plan for the new library. One furniture company has designed a gigantic plan on the layout of the furniture, as has the architect. Once a general list of furniture needs is developed we will be able to get a ballpark figure for costs for furniture. The goal is to put together a whole budget. First priorities will be the public areas: 1) children’s 2) meeting rooms and 3) adult areas.
- **Technology:** Cindy is talking with two companies right now and is looking at a third. More information should be available next week. Technology planning is not as far along as the furniture.
- **Schedule:** A little behind schedule but catching up! The water line is being scheduled, and the trench for utilities is being looked at. A conduit stub will be installed toward the back of the building for future potential energy initiatives. Change orders: fine with contingency funds. Costs that exceeded expectations were: 1) snow 2) concrete and 3) unsuitables (underground). Some mill work was deleted.
- **Building Committee meeting** will be on **June 10, 2019** at 10:30 am to talk about signage for the library.

- **Budget and Funding:** Budget is on target. There is one capital reserve issue regarding a fund the LBOT set up in 2003. Assistant Attorney General Terry Knowles wants further documentation on who set up the Capital Reserve Fund and its purposes. The Library has provided minutes from 2003 regarding the fund which clearly state that the LBOT wanted to add their money to the existing capital reserve fund. This is the only documentation we have. As private and public money could not be mingled, the Trustees of the Trust Fund kept it separate and marked it as “Wolfeboro Public Library (Private Fund)”. The money was intended to support the building project. Both capital reserve funds have been liquidated and the money turned over to The Town to support the building project. The Trustees of the Trust fund do not have documentation or minutes on this. Cindy suggested there might be 2003 Budget Committee minutes that referred to these two capital reserve funds.

Energy Initiatives: Cindy, Candy and Doug are involved in the Net Metering Project. A consultant will look at the net metering options. Doug will be the rep at the next meeting on **May 16** at 7:30 am.

Library Foundation: Treasurer Bob Woerheide set up the furniture fund and a purchase has been made. There will be three funds: landscaping; equipment/technology and furniture. A request for donations will be set up through the Wolfeboro Library Foundation website with a link to the Library website.

Friends of the Library: Deborah indicated that ticket sales are going very well for the Book & Author Luncheon. There are seven baskets on display at the library for a raffle to help with fundraising for the Friends.

IT Coordinator Job Opening: A potential candidate has been selected and is in the process of completing the necessary paperwork.

Alternate Trustee Opening: The Trustees will be recommending Deborah Long Smith to be appointed to the Selectman on May 22, 2019 for approval.

Tuftonboro Library Card Offer: This is under discussion with Cindy and Christie Sarles of the Tuftonboro Library.

NHLTA Conference: Doug and Linda will be attending the conference, which will be held in Manchester on May 29th. The Library will reimburse the conference fees and mileage if the attendees submit the paperwork.

Other Old Business: On May 1st Cindy made a Building Project presentation to the Selectman asking what they were interested in. The newly hired IT employee will be involved in this for his first task. Cindy plans on monthly presentations to the Selectman.

NEW BUSINESS

Block5 Technologies: Signed contract for attending to software on all accessible machines in the library; start managing updates on computers, and recommendations on cleaning up CPU's.

Security Cameras: Knight Security provided a quote on motion detectors, four panic buttons, and door contacts. The library is looking at cameras outside of the exits. Recommendations are for exterior cameras at the emergency exits (a minimum of four camera's outside). The board recommended looking at exterior cameras, including at least one camera on the parking lot side (south of the building).

Donations & Grants: It was agreed upon to accept donations totaling \$750.10 (Jutras Fund \$500.00/GWAC \$100.00/Miscellaneous \$150.10). Linda moved and Doug seconded to accept the donations.

Other New Business: None

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

The meeting adjourned at 6:55 PM.

Respectfully submitted,
Sandra Hurd (with assistance from Candace Thayer)

Upcoming Meetings/Events:

NHLTA Annual Conference May 29, 2019, Manchester
Regular Trustees Meeting June 10, 2019, 5:30 pm