

**Wolfeboro Public Library
Board of Trustees
June 10, 2019 Meeting
Minutes**

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

The meeting was called to order at 5:38 PM.

Linda asked if there were any changes or corrections to the **minutes of the May 13, 2019** meeting. On page 1 under Treasurer's Report, the last bullet should read: Cindy said that the library plans to provide programs for children, some of which will be off-site, this summer. On page 3 under Budget and Funding, David indicated he was not aware of any new information; Cindy said she would conduct some research. Hearing no other corrections, Doug made a motion to accept the minutes as amended. Deborah seconded the motion, and it passed unanimously.

Treasurer's Report:

- Mike stated that the quarterly allotment from the town was received. When he met with Bank of America, they introduced a new municipal account but he said it didn't apply to us. There is still \$118,000 in the People's Bank account but not corrected in QuickBooks yet due to some bookkeeping issues.
- Cindy indicated that the library is not taking in as much income so there will some effect from this. The library has received money from the town and has sent out some payments; though these are not yet reflected in the Assets and Liabilities report.
- Cindy mentioned that the library spent 70% of oil that was budgeted and 28% less for electricity. There are no A/C units.
- In the Budget vs. Actual Budget report under 810 Travel and Meetings and 820 Professional Development, Cindy said that monies still left in the budget enabled some employees to attend conferences in the areas of Genealogy and local history.

Sandy made a motion to accept the Treasurer's Report, Doug seconded the motion.

Librarian's Report:

- The Wolfeboro Library continues to receive complements and suggestions from patrons. One patron sent not only a note of staff appreciation but gave a donation. Comments from others were about how amazing that the library could stay open with everything that was going on; or libraries are the greatest causes; or love that

the library has coffee and if it would continue to be provided once construction is completed.

- Pine Hill Storage has extended six more months of storage space.
- Cindy has informed patrons that during the week it's less busy after four o'clock as construction workers are usually finished for the day.

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:** Doug said the committee is working on salary surveys comparable to other libraries in the state. They are also looking at salary ranges currently in place. He indicated it's complicated to make adjustments, but they're working on it.
- The **Policy and Procedures Committee** is working on meeting room policies and library card policies. Linda has examples from Howe Library.
- The **Building Committee** met this morning to discuss exterior signs and column colors. A granite sign is under consideration at the front of the building along South Main Street. Joyce Davis is working on this before presenting to the Town Planning Department. The committee recommended brick red columns along the back side (southwest corner) of the building; and white columns matching the trim near the entrance (southeast corner) of the building. Doug made a motion to approve both colors, Deborah seconded the motion and it carried unanimously.

Building Project – Updates:

- **Furniture:** Joyce, Barbara Widmer, Candy Thayer and Cindy met. Cindy is making a list to get a cost difference on painting the existing stacks versus new stacks. The children's room will have new stacks.
- **Schedule:**
 - Not too far behind in the schedule. Site work is causing delays but will be resolved this month.
 - New conduits are in the building and another empty conduit is being added for future use.
 - The basement is empty except for the oil tanks, and remaining issues are being sorted out.
 - Staff will move into the new area come August, and will take over the entire building in December.
 - There will be an Open House in early 2020. The Wolfeboro Public Library will be 120 years old.
 - There is no HVAC system. Next month there will be a discussion about temporary A/C.

- **Budget and Funding:** Budget is still on target. Snow removal and unsuitables were major expenses; however, further costs are not anticipated in these two areas. Contingencies remain good.

Energy Initiatives: Doug stated that the Municipal Electric Department will allow a solar system of 75 kw to be permissible (presently the limit is 25 kw). The Energy Committee is meeting twice a month; and continuing to meet with the consultants. The next meeting is on **June 19** at 7:30 am.

Library Foundation: The June 11th meeting will be about working on details on how to do grants with the Foundation and the three funds (landscaping; equipment/technology and furniture) they are putting in place.

Friends of the Library: The Book & Author Luncheon was a success with 175 attendees (and a waiting list). The Friends presently have 238 members (53 new members). Note: Three years ago, there were 180 members.

Tuftonboro Library Card Offer: Tuftonboro and Ossipee have offered free library cards to residents in Wolfeboro; however, at this time it's too difficult for the Wolfeboro Public Library to follow suit. Doug made a motion that the Wolfeboro Public Library, with regret, will not offer free library cards reciprocal to Tuftonboro Library. The motion was seconded by Linda and it carried unanimously.

NHLTA Conference: Doug and Deborah attended the conference held in Manchester on May 29th. Doug was very impressed with the organization. He attended two sessions: 1) Space Planning presented by the same architect for our library construction; and 2) RSA's. Deborah, who was also impressed, attended the Advocacy Boot Camp. It was grass roots and all about promoting the library before asking for money. She mentioned that Friends groups throughout are frustrated with retention; recruitment and projects to work on.

Other Old Business: None

NEW BUSINESS

Alternate Trustee Resignation: Tom Madden has resigned, effective June 3rd, due to personal reasons.

Alternate Trustee Ad: An ad for an alternate trustee position will go in the newspaper in two weeks as the position expires at the end of every July.

Adult Services Librarian Job Description: Cindy presented the HR Committee with a draft for an Adult Services Librarian position description. Adult Services job description was recommended to the Board of Trustees for approval. Deborah made a motion that we approve the job description for Adult Services Librarian as submitted by the HR Committee draft dated May 13, 2019. Linda seconded the motion and it carried unanimously.

Other New Business: None

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

The meeting adjourned at 6:37 PM.

Respectfully submitted,
Sandra Hurd

Upcoming Meetings/Events:

Energy Initiative Committee Meeting June 19, 2019, 7:30 am
Regular Trustees Meeting July 8, 2019, 5:30 pm