

**Wolfeboro Public Library
Board of Trustees
August 12, 2019 Meeting
Minutes**

Present: Trustees: Mike Babylon, Sandy Hurd, Doug Smith, Linda Wilberton; Alternate Trustees: Linda Matchett, Deborah Long Smith; Library Director: Cindy Scott; Town Manager: Jim Pineo.

The Public Hearing was called to order at 5:31 pm. A proposal was made to accept a grant to the Library from the Wolfeboro Public Library Foundation in the amount of \$53,000.00 for the purpose of funding the increased cost of installing upgraded, high efficiency windows in the expanded and renovated library. Mike made a motion to accept the grant of \$53,000.00 for energy increased efficiency. Linda W. seconded the motion, and it passed unanimously.

A second proposal was made to accept a grant to the Library from the Wolfeboro Public Library Foundation in the amount of \$13,706.20 for the purpose of funding the increased cost of energy efficiencies in the new and existing walls of the library by increasing the amount of insulation. Doug made a motion to accept the grant of \$13,706.20. Linda W. seconded the motion, and it passed unanimously.

The Board of Trustees meeting was called to order at 5:37 PM.

Linda asked if there were any changes or corrections to the **minutes of the July 8, 2019** meeting. On page 2 under Old Business (second sentence), **accept** should be replaced with **recommend**. On page 3 under New Business: 2020 CIP, **option** should be replaced with **options**. Hearing no other corrections, Mike made a motion to accept the minutes as amended. Linda W. seconded the motion, and it passed unanimously.

Voting Alternate Trustee Deborah Long Smith filled in for Trustee Candy Thayer.

Treasurer's Report:

- Mike indicated that the third quarterly reimbursement from the town has not yet arrived but is in process. He indicated that the next quarterly check request will be placed earlier at the beginning of September.

Librarian's Report:

- Cindy's Library Construction project presentation to the Board of Selectman on July 24, 2019 was well received. Her PowerPoint is linked thru the Library website, Wolfeboro Public Library Foundation and Town website.

- The New Hampshire Downloadable Books (NHDB) Consortium compared a 12-month period ending in December 2018 and another ending in June 2019. NHDB circulation increased 11% in the audiobook format and 4% in eBook format giving a total increase in circulation of 8%. Presently the NHDB is circulating audiobooks and eBooks at a rate of 54% and 46%, respectively. The Wolfeboro Public Library has seen consistent big jumps in audiobook usage over the past few years.

Public Input: There was no public input at this time.

Old Business

Committee Reports:

- **Plaques:** The committee is presently working on plaques for the new Library building. On August 15, 2019 there will be a review of the plaques with a walk through of the building.
- **Publicity:** The committee plans to publicize the building plans, landscaping etc. A fundraiser is being planned by the Friends of the Library on Saturday, October 5, 2019. The Author event will be at the Great Hall consisting of 6 of the 7 mystery writers from Maine.
- **Policy/Procedures:** The committee is presently working on the budget.
- **Technology:** The Request for Proposal (RFP) is done and responses are due on August 20, 2019.
- **Furniture:** The committee is ready to send out the RFP.
- **HR:** The committee has discussed wage ranges, which is not finalized yet. The job description for Adult Services Librarian has been finalized.

Building Projects:

- The end of the Library construction project at this point has been extended to January 2020 due to site issues. The Library plans to close for two weeks during the month of September so the outside area can be paved etc. The moving of books and other materials from storage will be coordinated during this time period. The goal is to have all storage locations cleared out by the end of the year.
- The Library will be receiving a LEGO table from the Library Foundation. The Friends are submitting \$1,000 for a play kitchen in the Children's Room. A purchase order is ready to be submitted for a built in (a staged area with seating) in the Children's Room. Other things are being built in for future possibilities such as installing conduits now for a possible generator (mobile or stationary). A quote of \$8,470.00 was received for the installation of three cameras in the parking lot area.

Energy Initiatives: Ready to move forward. Town Manager Jim Pineo discussed the towns' metering policy and direction.

Library Foundation: Cindy had presented her PowerPoint presentation to the Foundation. She indicated that bonding is due the middle of November.

Friends of the Library: No additional information at this time other than the fundraiser mentioned under Committee Reports: Publicity.

2020 Operating Budget: Goals for 2020: Unsure of future costs at this time.

- There was a motion to adopt the 13-week method for determining raises at the end of March. Doug made a motion to accept the 13-week method for determining raises. Linda W. seconded the motion, and it passed unanimously.
- It was noted that wages include the new custodian position.

2020 Capitol Improvement Project (CIP): The Capitol Budget request is for –

- Proposal for Library Solar Installation for 2021
- Pay cash

This enables the library to own the facility and add batteries as needed.

Jim Pineo discussed using the library as a model for other town buildings after gathering information over a year to determine rate of return.

Doug made a motion to submit a CIP Project Request Form for Library Solar Installation in 2021 and to authorize Cindy Scott, Library Director, to speak on its behalf. Linda W. seconded the motion, and it passed unanimously.

Adult Services Position: Sandy made a motion to implement a new position for Adult Services and to bring to the Town. Doug seconded the motion, and it passed unanimously.

Other Old Business: None

New Business

Donations & Grants: Deborah made a motion to accept \$588.13 in donations and grants. Sandy seconded the motion, and it passed unanimously.

Other New Business: None

Non-Public:

Deborah made a motion to go into a Non-Public meeting at 7:14 pm per RSA 91-A:3 re: the dismissal, promotion or compensation of a public employee. Doug seconded the motion, and it passed unanimously.

Deborah made a motion to leave the Non-Public section at 7:21 pm. Doug seconded the motion, and it passed unanimously.

Linda W. made a motion to seal the minutes. Sandy seconded the motion, and it passed unanimously.

The meeting adjourned at 7:22 pm.

Respectfully submitted,
Sandra Hurd

Upcoming Meetings/Events:

Plaque Committee, Library Walk Through - August 15, 2019

Regular Trustees Meeting - September 9, 2019 @ 5:30 pm