

**Wolfeboro Public Library
Board of Trustees
September 9, 2019 Meeting
Minutes**

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

The Board of Trustees meeting was called to order at 5:33 PM.

Linda asked if there were any changes or corrections to the **minutes of the August 12, 2019** meeting. On page 2 (3rd sentence under Building Projects – first bullet), remove **storage** and replace with **the original building to the new addition**. On page 2 (4th sentence under Building Projects- first bullet) remove **The goal is to have** and replace with **Long term storage locations will be cleared out by the end of the year**. Lastly, on page 2 (2nd sentence under Building Projects- second bullet) replace **Friends are submitting** with **The Friends have received**. Hearing no other corrections, Doug made a motion to accept the minutes as amended. Linda seconded the motion, and it passed unanimously.

Treasurer's Report: Mike indicated that he received the third quarterly reimbursement from the town.

Librarian's Report:

- Furniture and desks are being moved into offices; shelves are going up.
- Volunteers are needed to assist with moving of books etc. and next week to assist with shelving of books. Parking is available in the back lot of the library.

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

Old Business

Committee Reports: Linda will be attending the NH Library Association workshop on Thursday, September 12, 2019 at the Hooksett Public Library.

Building Projects:

- The exterior bricks are almost done; there was a problem with the window sills which is being corrected.
- Furniture bids are due September 19, 2019.
- Tech bids came in; details are being finalized.
- Electricity has been transferred to the new building.
- The HVAC system is working.

- The base coat for the parking lot is down. Contractors are electrifying the light poles; putting in granite curbing, and adding connections to the public safety building.
- Funding: The accounting system is sorting out the numbers that didn't carry over on the capital budget for building setup.
- Building Trust Fund of \$100,000 to the Town will be discussed at the October Trustee's meeting to determine whether more money should be transferred over.

Library Foundation: A meeting was held on Tuesday, September 10, 2019.

Friends of the Library: A fundraiser by the Friends consisting of six Maine mystery authors is planned on October 5, 2019 at the Great Hall from 4-7 pm. Tickets are \$25 and can presently be purchased at Black's Paper Shop and the Country Bookseller.

2020 Operating Budget:

- The 2020 Budget has a new format. The Department Head Introduction line item is changed to Trustee Introduction.
- Under Miscellaneous Revenue: Donations – \$16,000/year
- Department objectives (some examples):
 - Funding library services
 - Community meeting spaces
 - NetZero ready building
 - Functionality
 - Increased programming
 - Children's room relocation

2020 Capitol Improvement Project (CIP): Cindy spoke on behalf of the request for the Library Solar Installation in 2021. They were receptive to the solar initiative for 2021 and voted to recommend a Capital Reserve Fund for the project. Doug and Debra Long Smith, Alternate Trustee, were present.

Other Old Business: None

New Business:

- **Lawall Request:** Sally Lawall of Bank of America sadly passed and in her will endowed \$50,000 to the Wolfeboro Public Library to be earmarked for Library Materials effective 2020.
- **Hope House Library Cards:** Cindy and library staff created a basic non-official policy to allow residents of the Hope House to check out five items at a time from the library. Their temporary library card is effective for three months. The Trustees agreed that this basic policy can be incorporated into the library card policy that is presently being worked on.

Other New Business:

- Sandy made a motion to adopt the position description for part-time Custodian/Building Cleaner. Doug seconded the motion, and it passed unanimously.
- Budget hearings begin this month. Cindy suggested that the Trustees should try to attend as many meetings (after the first meeting) as possible with the Board of Selectmen and Budget Committee, CIP etc.

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

The meeting adjourned at 6:37 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

Regular Trustees Meeting – October 7, 2019 @ 5:30 pm