

**Wolfeboro Public Library
Board of Trustees
October 7, 2019 Meeting
Minutes**

Present: Trustees: Mike Babylon, Doug Smith, Candace Thayer; Library Director: Cindy Scott; Selectmen's Liaison: Q. David Bowers.

The Board of Trustees meeting was called to order at 5:45 PM. Doug chaired the meeting.

Mike moved and Doug seconded that the **Minutes of the September 9th, 2019 meeting** be approved. The motion carried.

Treasurer's Report:

- Mike inquired about the status of the 4th Quarter payment from the Town. It has not been received. Cindy will take it up with Town Treasurer Troy Neff at their October 8th meeting.
- The Schroth Account needs to be separated from the other People's Bank accounts in the Quick Books Report: Statement of Assets and Liabilities.
- The Library has not paid the Town invoices since May. June and July were completed today. As part of the transition, the administrative offices of the Town are under stress and strain. The Town invoices will be completed when the Library receives the budget payments from the Town.
- The Town has a new way to do the budget.
- The Fidelity Building Trust Fund current balance (\$29,364) will be reduced to \$5,000 with the remainder being turned over to the Town as part of what was indicated in the warrant article.

Librarian's Report:

- Friday morning, October 4th, access to email and a number of files was lost. Access was restored by noon.
- New Hampshire Interlibrary Loan System has been down for two years. The new system is being activated October 8th, 2019. The staff is looking forward to stabilization of the van deliveries.
- Internet access needs to be upgraded to cybersecurity. Currently the Block Five firewall is blocking access to some things such as training on the new State Interlibrary Loan System.

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

Old Business

Committee Reports - Updates:

- **Policies Committee** needs to get active again to get ready for the building completion in January.
- **Art/Map Restoration Committee** needs to measure the works and their frames to obtain restoration bids. David Bowers has offered some of his Currier and Ives framed large folios (2 x 3 ft.) to the Library. He needs to know by December 31st.

Building Project – Updates

- Key problems – There were to be three levels of keys. Currently there are 5 to 6 access levels. The Janitor's is the only key that opens everything. Solutions need to consider after hours usage.
- Schedule – Dennis thinks they will be done by Christmas. Cindy wants to see what Ernie thinks. When the building is complete, the Library will take three weeks to set everything up.
- Cindy hopes to complete the furniture bids by Monday, October 14th. We are currently dealing with two companies. Some of the Schroth Fund will be used for furniture.
- Cindy is meeting with Town Treasurer Troy Neff October 8th regarding the building project bonding.
- The granite curbing has been delayed several times. It is currently scheduled to be installed on October 8th.
- The HVAC works well. The system will be balanced when the building is completed.
- The lighting is a little persnickety. The staff needs to be trained.
- Budget and Funding: There is a little over \$100,000 left in the construction and equipment budget. Purchase Orders have been prepared in advance for much of the work to be completed and what is to be purchased and/or ordered.

Library Foundation: The next meeting is October 8th, 2019. There will be no meeting in November. The Annual Meeting will be held in January. The Foundation has set up a Furniture Fund for those who would like to help with furnishing the Building.

Friends of the Library: The Cozy Up event featuring six Mystery series authors was very successful. 120 tickets were sold. Karen Baker, owner of the Country Book Seller and a major sponsor of the event, thought it was the best literary event she had ever attended in Wolfeboro.

2020 Operating Budget: The presentation to the Town Manager went well. The Library Budget request was a 02.3% increase - even with a much larger building.

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 of \$50,000 for the project. Doug Smith and Debra Long Smith, Alternate Trustee, were present.

Other Old Business: None

New Business:

- **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.
- **Donations** of \$67.76 were approved.
- Cindy will advertise the new custodial position.
- Debra Long Smith attended an NHLTA regional meeting.

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

The meeting adjourned at 6:52 pm.

Respectfully submitted,
Candace Thayer

Upcoming Meetings/Events:

Regular Trustees Meeting – November 4, 2019 @ 5:30 pm

Budget Hearing with Selectmen – October 23, 2019, 6:30 pm

Budget Hearing with Budget Committee – November 14, 2019, 6 pm