

**Wolfeboro Public Library
Board of Trustees
November 4, 2019 Meeting
Minutes**

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

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

Linda asked if there were any changes or corrections to the **minutes of the October 7, 2019** meeting. On page 1 (3rd sentence under Treasurer's Report – first bullet) replace Treasurer with Finance Director. 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 the People's Bank account has been separated with a separate account for the Schroth fund. The operating budget is in good shape as the Library has received funds from the Town.

Librarian's Report: Several potential candidates have been selected for interviews this week for the custodial position.

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

Old Business

Committee Reports:

Building Projects: The project is coming together. As expected during construction projects, areas requiring adjustments and changes occur; they are addressed and then resolved.

- A solution was attained in addressing the elevation differences for the inside height of the building relative to the parking lot.
- Panic buttons were fixed.
- The locksmith is sorting out the keys.
- The parking lot is mainly completed.
- All exterior site work should be finished before the winter (including application of grass seed).
- Landscaping the entire lot is projected for 2020/2021.
- The electricity costs have been higher than expected; it could be due to the digital reader; costs will be more realistic after construction is completed.

- One of three bidders for the furniture has been chosen and presently under negotiation. Fabrics have been chosen.
- Three purchase orders have been written (in order of priority); 1) stacks; 2) majority of the furniture; and, 3) remaining furniture ie. desks.
- Bulk of construction will be completed by the end of the year and then a punch list will follow. At some point by the end of the year or into next year the library will be closed for three weeks.
- The budget is on target.

Library Foundation: Nothing to report.

Friends of the Library:

- The Friends have pledged to purchase office chairs for library staff, two refrigerators plus assistance in the technology area.
- The Friends received a donation which will be used to purchase a toy kitchen for the children's room.
- The annual author book luncheon will be held on June 5, 2020.
- Three volunteers are handling the book sale inside the present entrance to the Library.
- The Friends will be handing out books as they march in the Town of Wolfeboro Christmas Parade on November 30.
- They are also involved in the festival of trees and plan on fixing up the Library kitchen.

Thank you for all you do!

2020 Operating Budget: Cindy will be presenting at the Budget Hearing with the Budget Committee on November 25, 2019 at 6:30 pm in the Great Hall.

2020 Capital Improvement Project (CIP): The CIP Committee requested a \$50,000 Capital Reserve for 2020; this has been sent for review to the Board of Selectmen.

Building Fund: The building trust fund of \$23,000 was transferred to the Town last week (\$100,000 in August) totaling \$123,000 at this point.

Workshops and Regional Meetings: Linda W. attended the NH Library Association workshop on September 12, 2019 at the Hooksett Public Library. Linda mentioned that the workshop was very informative and raised issues to look at and address relative to the library being a public place.

Debra attended the New Hampshire Library Trustees Association Regional Meeting at the Moultonborough Public Library on September 25, 2019. Debra was able to gather information from different libraries on their policies in place; Wi-Fi issues etc. and compare/contrast with the Wolfeboro Public Library.

Other Old Business: None

New Business:

Investments, Account Signers, and Other Trust Fund Issues:

Mike will gather information on Meredith Village Savings Bank, People's Saving Bank and possibly others in switching all Fidelity accounts to a bank for investment purposes. Debra indicated she will contact a financial advisor for information also.

Donations and Grants: Doug made a motion to accept grants and donations. Sandy seconded the motion, and it passed unanimously.

Other New Business: Cindy will be presenting a PowerPoint presentation to the Board of Selectmen tentatively scheduled for November 20, 2019.

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

The meeting adjourned at 6:35 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

Regular Trustees Meeting – December 9, 2019 @ 5:30 pm

Budget Hearing with Budget Committee – November 25, 2019 @ 6:30 pm



Keep Calm and Move Those Books