

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

Present: Trustees: Mike Babylon, Sandy Hurd, Doug Smith, Candace Thayer, 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 5:30 PM.

Linda asked if there were any changes or corrections to the **minutes of the November 4, 2019** meeting. On page 2 (first line item; second sentence: misspelling - "ben" should be "been"), and on page 3 (first paragraph; listed twice) Debra should be Deborah. Hearing no other corrections, Candy made a motion to accept the minutes as amended. Linda seconded the motion, and it passed unanimously.

Treasurer's Report: The operating budget is in good shape, with 91% of the funds being spent for the end of the year. Doug made a motion to accept the treasurer's report, Sandy seconded the motion, and the motion carried.

Librarian's Report: Refer to Building Project under Old Business.

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

Old Business

Committee Reports:

Building Projects: There was a malfunction with the sprinkler system. After assistance by Servpro, the Wolfeboro Fire Department and on-site contractors, the sprinkler issue has been resolved. Due to this unexpected incident, and change orders for electrical outlets that should have been installed, the schedule of completion is likely the end of January, 2020.

The Building Committee will be meeting on December 16, 2019 at 10 am.

Library Foundation: The Foundation met on December 10, 2019.

Friends of the Library: Linda W. attended the Friends meeting. The Town of Wolfeboro Christmas Parade was a success, as well as the Festival of Trees.

2020 Operating Budget: Cindy's presentation at the Budget Hearing on November 25, 2019 went well. One noteworthy comment was that the Library building size increased by 50%, the budget by 3%. Trustees Mike Babylon, Sandy Hurd and Doug Smith were present.

2020 Capitol Improvement Project (CIP): Nothing new to report.

Investments, Account Signers, and Other Trust Fund Issues:

Based on Mike's research on the investment terms with other banks, it was decided to stay with Fidelity for the four trust funds. Claudia Shilo, a financial advisor referred to by Deborah, has offered her services to meet occasionally.

Under the Amended Resolution for Ownership Change of Account, Mike made a motion to remove Susan Raser, Prudence Fitts and Claudia Foster, to retain Candance Thayer, and to add Mike Babylon and Doug Smith. This was seconded by Doug, and it passed unanimously.

The first plan of business is to enroll the above listed trustees. Second will be rebalancing (60% Equity/40% Fixed Income/Cash) and third, to rewrite the Investment Policy etc.

Other Old Business: A motion by Linda W. to hire a new employee, Cindy Fournier as Custodian Building Cleaner, was seconded by Doug and it passed unanimously. Cindy begins employment on December 17, 2019.

New Business:

Town Net Metering Policy: Doug stated that a written document was submitted to the Energy Committee followed by receiving approval by the Board of Selectmen. The cap was raised to 100 kw.

Meeting Room Policy: A new policy has been drafted. The Trustees will review the policy and rules and will meet no later than the first week of January to provide feedback.

2020 Holiday Schedule: Cindy distributed the Wolfeboro Public Library holiday closure schedule for 2020. A question was raised whether to close the library on July 3, 2020. It was agreed that the Library should be closed July 3 and 4, 2020. Cindy will issue the updated schedule.

2020 Meeting Dates: Cindy distributed the Wolfeboro Public Library Trustees Meetings for 2020. The May meeting date is to be determined.

Donations and Grants: Linda W. made a motion to accept \$468.31 total in donations. Doug seconded the motion, and it passed unanimously.

Other New Business: None

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

The meeting adjourned at 6:52 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events:

Town Budget Public Hearing – January 2, 2020 @ 7:00 pm (Great Hall)

Regular Trustees Meeting – January 13, 2020 @ 5:30 pm

