

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
February 10, 2020 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.

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 January 13, 2020** meeting. On page 2 under Friends of the Library (first line), Braff should be replaced with Graff. Hearing no other corrections, Doug made a motion to accept the minutes as amended. Candy seconded the motion, and it passed unanimously.

Treasurer's Report: No changes at this point; the library has received the money from the town and can begin paying bills. Linda W. made a motion to accept the treasurer's report, Mike 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 - Updates: None

Building Project - Updates:

Library Closure & Volunteer Needs: Very appreciative of all the assistance from volunteers. Stacks will be moved this week continuing with shelving of books.

Sprinkler System Malfunction: A steamer will be used to remove marks from the carpet under the former circulation desk location. Reimbursement from the malfunction will be sent to Milestone and then to the library.

Furniture, Technology, Schedule, HVAC System, Budget & Funding:

- All new staff desks
- The Children's Room circulation desk has been restored
- Waiting on delivery for two couches for the Children's Room
- Technology Meeting Rooms are not complete at this time
- Phones have been upgraded to fiber optics

Other:

- There are some drain issues that are being addressed by a plumber
- Data ports are not working

- A design issue of lighting in an area of the library needs to be addressed
- The Certificate of Occupancy is pretty much all set.

Library Foundation: The Foundation meets on February 18, 2020.

Friends of the Library: Thank you to the Friends for buying two refrigerators and a microwave.

2020 Operating Budget - Update: Deliberative session on February 4, 2020 went well; there are no issues.

Investments, Account Signers, and Other Trust Fund Issues:

Under the Amended Resolution for Ownership Change of Account, Mike indicated that Susan Raser, Prudence Fitts and Claudia Foster names have been removed. Distribution of Trust Funds will be discussed when the Finance Committee meets.

Meeting Room Policy and Form - Update: The town manager informed Cindy that he would forward the policy document to the town attorney for review of any issues. The existing policies in place will be used for now.

Annual Report - Update: The report based on data from the year has been completed.

Piano Loan: Nothing to report at this time.

Other New Business: None

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

The meeting adjourned at 6:21 pm.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meetings/Events: Library Foundation Meeting – February 18, 2020
Regular Trustees Meeting – March 9, 2020 @ 5:30 pm