

Wolfeboro Public Library Board of Trustees
November 1, 2013 Meeting Minutes

Present: Trustees: Michael Hodder, Linda Matchett, Jane Newcomb; Alternate Trustees: Prue Fitts, Linda Wilburton; Library Director: Cindy Scott; Selectmen's Liaison: David Bowers

The meeting was called to order at 1:35 PM

Linda W. and Prue were named voting alternates.

Jane noted there was a correction to the minutes of the October 4, 2013 meeting: Under the Friends of the Library report "since implemented them" should read "since implementing them." Jane asked if there were any other corrections. Hearing none Mike made a motion to accept the minutes as amended. Linda M seconded the motion, and it passed unanimously.

Treasurer's Report: Cindy made the report on behalf of Treasurer Candy Thayer.

- She reported that not a lot has changed on the report due to the Treasurer's absence.
- Most expenses have been paid through September. Bills are scheduled to be paid November 1, 2013.
- Cindy noted that approximately half the book budget has been spent.
- David asked how the collection of money was going for the coffee being offered. There was a brief discussion.
- Mike made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy reported that the written librarian's report would be forthcoming since today is the first of the month, and she has not had an opportunity to compile the statistics.
- She indicated that one of the NH libraries is working on a renovation and compiled a list of other NH libraries either building or renovating their libraries. The trustees indicated it would be a good list to have.
- Cindy distributed the monthly program schedule and read notes from the suggestion box - one of which was to identify the plants in the library garden. There was a brief discussion about this. It will be considered for next spring.
- Cindy reported that our cost of circulation for eBooks is less than the average cost.
- She also reported that five library employees attended the NELA conference recently.
- There was a brief discussion about having a panic button in the library. Mike indicated he would investigate costs and logistics.

Old Business

- Technology/Website/Branding – Update:
 - The logo is set, and the library has received the logo use guide. The next step is to get the website designed and operational.
 - The IT volunteer conducted a technology training course for the staff on Google calendar.
 - Cindy reported that due to an opportunity to be part of a larger digitizing project, issues of the Granite State News from 1861 to 1987 have been digitized. They will be available on the new website.

- Four of the computers broke this week.
- Building issues:
 - It is too warm in the building
 - Stroger's has been in doing maintenance so Cindy had an opportunity to discuss the situation. They are working on a solution.
 - There is a PO through DPW to address roof issues.
- Garden:
 - On hold till spring.
 - Cindy will check on the invoice for the work that was done by the landscaper.
 - There was a brief discussion about volunteers for next year.
- Committee Reports
 - Friends of the Library – Cindy reported that a new FOL member is doing the newsletter and it is going well. They will be giving the library 50 copies each month to distribute.
- Budget Update:
 - Cindy reported the recommendations from the budget committee have been released. The library's warrant article is in there.
 - The Selectmen voted on a 2% increase for staff next year.
 - Selectmen voted to add \$4,000 to the library budget for additional PT staff.
- Other old business: none

New Business

- Linda made a motion to accept the various donations totaling \$2,016.54. Mike seconded the motion, and it passed unanimously.
- Cindy distributed the 2014 Trustee's meeting schedule
- Other new business
 - Cindy announced the budget schedule:
 - 11/26 – Budget committee meeting
 - 12/12 and 12/19 – Warrant articles
 - 01/02 – Final budget due
 - 01/14 – Public hearing
 - 02/04 – Deliberative session

There being no other business to discuss, Mike made a motion to adjourn. Linda seconded the motion, and it passed unanimously. The meeting adjourned at 2:23 PM.

Respectfully submitted,

Linda Matchett
Secretary