

Wolfeboro Public Library
Board of Trustees Meeting Minutes
April 4, 2014

Present: Trustees – Prue Fitts, Michael Hodder, Linda Matchett, Candy Thayer; Alternate Trustees – Barbara Wood; Library Director – Cindy Scott; Selectmen’s Liaison – David Bowers

The meeting was called to order at 1:30 PM by Candy Thayer.

Candy made a motion to nominate Mike Hodder as Chair of the Trustees. Linda seconded the motion. There were no other nominations for the position. The motion passed unanimously.

Barbara Wood was named a voting alternate.

Mike took over the meeting and nominated the following slate of officers:

Vice Chair – Prue Fitts
Treasurer – Candy Thayer
Secretary – Linda Matchett

The slate was seconded by Barbara. There were no other nominations. The motion passed unanimously.

Mike asked if there were any corrections to the minutes of the March 7, 2014 meeting. Prue's name was spelled incorrectly in the list of attendee's. Mike made a motion to accept the minutes as amended. Prue seconded the motion, and it passed unanimously.

Treasurer’s Report:

- Candy reported that the transition to Quickbooks on the cloud continues to be a challenge. Bob Woerheide has created a user manual that has been extremely helpful. He has and will continue to be a resource
- Candy indicated the Budget vs. Actual report includes March payroll and benefits. She also reported that there are some issues on the printed reports that have already been corrected.
- Linda made a motion to accept the report. Barbara seconded the motion, and it passed unanimously.

Librarian’s Report:

- The written report was distributed via email prior to the meeting.
- Cindy announced that an invitation for the staff and trustees has been received from the Wolfeboro Institute of the Arts for their Open House. It will be held April 11, 6-9 PM at the Pinckney Boathouse.
- Cindy distributed a copy of the March town ballot with the results included.
- Cindy reported that there have been both increases and decreases in the statistics. Overall the library's usage is about the same as last year at this time. The biggest difference is that patrons are using their own devices rather than the library's devices.

Old Business:

- Technology Update:
 - Cindy has finished evaluating the “Useful” system and determined it is not cost effective for the library. Instead some CPUs will be replaced and additional devices such as tablets will be purchased.

- Website work continues.
- Building Issues:
 - There were no issues during the preceding month.
- Committee Assignment:
 - A list of committees was distributed for Trustees to review and sign up. Cindy will email the updated list.
 - The investment policy will be reviewed by the Finance Committee and brought to the full board.
 - By-laws will be reviewed at the May meeting. Cindy will email a copy of the current set. Input should be returned to her. Mike asked that all Trustees visit the NHLTA website to review RSA 91:A – The Right to Know law as well as the AG's response to the statute.
- Friends of the Library:
 - Book and Author luncheon – Cindy indicated that one of the authors dropped out, but the Friends were able to find a replacement. There was a brief discussion about the Trustees' raffle basket.
- Board Self Evaluation Project: There was a brief discussion about the document. Prue will review to make it Wolfeboro specific and present it to the full board when ready.
- NHLTA Conference and Orientation – Cindy reminded Trustees about the 5/19 Conference and 5/29 Orientation.
- Huebner-Raddin CD – A list of area banks and CD rates was distributed. There was a brief discussion after which it was decided that the Finance Committee would review the information in light of the library's financial policy and make a recommendation.
- Other Old Business:
 - None

New Business:

- Alternate Trustee Vacancies: There are two positions open. Cindy reported the add was in the 4/3/14 Granite State News and will also be in the 4/10/14 edition. We have received one application to date. It will remain sealed until all applications have been received. Mike asked Trustees to think of other potential candidates.
- The new staff position that was approved has been posted in the Granite State News. Applications will be accepted until 05/02/14.
- Telephone Use Policy for Patrons – Input was given on the policy. After a brief discussion of the suggested changes Linda made a motion to accept the policy as amended. Barbara seconded, and the motion passed unanimously.
- Acceptance of Donations: Candy made a motion to accept donations in the amount of \$3,842.23.. Mike seconded the motion, and it passed unanimously.
- Other new business:
 - None

Having no other business, Candy made a motion to adjourn. Linda seconded the motion, and it passed unanimously. The meeting adjourned at 2:35 PM.

Respectfully submitted,

Linda Matchett
Secretary