

Wolfeboro Public Library

Board of Trustees Meeting

April 5, 2013

Minutes

Present: Library Trustees: Michael Hodder, Linda Matchett, Jane Newcomb, John Sandeen, Candy Thayer, Alternate Trustee: Prue Fitts, Library Director: Cindy Scott, Selectmen's Liaison: David Bowers

The meeting was called to order by John Sandeen at 1:30 PM.

There was no need for a voting alternate.

John announced that it was time for officer elections. He asked for nominations. The following slate of officers was nominated:

Chair: John Sandeen

Vice Chair: Jane Newcomb

Secretary: Linda Matchett

Treasurer: Candy Thayer

Mike moved to accept the slate of officers as a whole. Linda seconded the motion, and it passed unanimously.

Mike made a motion to thank David Bowers for his continued service as the Selectmen's liaison to the Library Trustees. Jane seconded the motion, and it passed unanimously.

John asked if there were any corrections to the minutes of the February 1, 2013 meeting. Hearing none, Mike moved to accept the minutes as written. Jane seconded the motion, and it carried unanimously.

Treasurer's Report

- Candy announced that the report includes the second quarter payments received. Two statements have been included – one for the end of the quarter and one for year to date (through April 5). She indicated that she is still working with Cindy to make corrections to the report. With the exception of the Huebner/Raddin CD the account totals are accurate. Research will be done as to why the CD amount is incorrect.

- Linda made a motion to accept the report. Mike seconded the motion, and it carried unanimously.

Librarian's Report

- Cindy reported that March statistics were up.
- She indicated that holding the special staff work days each month is a tremendous help in moving the projects toward completion. An average of two days per month are being scheduled.
- The budget committee has assigned the same people to the library.
- Cindy received correspondence from patrons that she read to the Trustees.
- She indicated that Wolfeboro Solid Waste is now picking up the library's cardboard and paper for recycling.

Old Business

- Telephone system update: Cindy reported that she spoke with Pete Chamberlain about the new telephone system. He indicated that the system is not going to be replaced this year. Cindy reported that the library's current hardware is not compatible with VOIP.
- Technology/Website/Branding: Cindy has completed a rough draft of an RFP. She has asked Pete Chamberlain for a sample RFP so the language is correct for the town. She has also asked for a sample from one of the Wolfeboro Friends of the Library who has done these type of RFPs in the past. The final draft will be sent to the employees for review and then the Trustees.
- Status of photocopier: The copier continues to be non-functional. The company sent their most senior technician who indicated that the problem appears to be a gear that has fallen apart within the machine. The company has indicated they will give the library at least three months of free service on the end of the lease due to the delay in solving this problem.
- Other ó there was a brief discussion about the safeguarding of passwords. A product called "keypass2"
- Building Issues:
 - In preparation for the warrant article, Cindy reported that an engineer came and looked at the heating system. The company proposed replacing the system for approximately \$120,000. They refused to come up with an estimate for repair as they feel the system is not worthy of repair. Bob Strogon will be coming to check the system and will be working with the man that John found who was the engineer on the original controls for this system. They will devise a solution.
- Committee Reports ó Cindy recommended that the finance committee meet to review the investment policy and investments. Cindy indicated she would get that scheduled.
- Other old business: none

New Business

- Capital Budget 2014 ó Cindy reported that proposed capital items would be due by early June and asked if there was anything the Trustees wanted to submit. After a brief discussion, there was no motion or vote made.
- Friends of the Library
 - Report from March Board meeting. Membership in the Friend is now at approximately 185 members. The board requested that any Library Trustees or alternates who are not yet members to join. Cost is \$5.00 per person.
 - The Friends recently funded a chamber membership, Castle in the Clouds membership in order to have passes available to loan to patrons and the summer reading program (total \$2,600)
 - The book and author luncheon is coming in June and the Trustees were asked to provide a raffle basket. After a brief discussion òMade in NHö was selected as the theme. Assignments are as follows:
 - Linda ó Chocolate
 - Mike ó Wine
 - John ó Syrup
 - Jane ó Bob Varney's book
 - Candy ó recreational items
 - Prue ó beeswax products
 - Historical society books
 - Ice Cream social ó Cindy indicated that this is the last large sale the Friends will be holding. It will be held on June 22. Jane will handle permits. Specifics about the social will be handled at upcoming trustee meetings.
 - Jane asked if the Trustees were still interested in conducting the Fall Raffle. The trustees are interested, and a brief discussion was held regarding prizes.
 - National Library Week: Cindy reported that April 14 ó 20 is the week this will be held. There was a large article in the Granite State News. A number of programs are scheduled in celebration.
 - Summer Reading Program ó Cindy distributed a flyer with the pertinent information about the program. The program has been significantly expanded and includes visit to local museums and other attractions.
 - NHLTA conference ó Cindy asked which Trustees were interested in attending. Linda indicated she would like to attend, but needed to seek the day off from work. Cindy will also be attending.
 - Quiet Study Area ó a discussion was held regarding the noise level in the library. Several suggestions were made to offer a quiet area. The final solution was to designate the seating area near the windows as a quiet area. Signage will be erected to indicate the area.
 - Acceptance of Donations: Candy made a motion to accept the donations in the amount of \$380.40. Mike seconded the motion, and it passed unanimously.
 - Other new business ó none

Non-Public Session ó None

Next Regular Board Meeting ó May 3, 2013, 1:30 PM

The meeting adjourned at 3:05 PM.

Respectfully Submitted,

Linda Matchett

Secretary