

Wolfeboro Public Library
Board of Trustees Meeting
August 9, 2013
Minutes

Present: Trustees – Michael Hodder, Linda Matchett, Jane Newcomb (arrived at 2:00), John Sandeen; Alternate Trustees - Prue Fitts, Barbara Wood; Library Director – Cindy Scott; Selectmen's Liaison – Linda Murray

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

Prue Fitts and Barbara Wood were named voting alternates.

John asked if there were any corrections to the minutes of the July meeting. Hearing non Mike made a motion to accept the minutes as written. Prue seconded the motion and it passed unanimously.

Treasurer's report: Cindy gave the report of Candy's behalf. She noted:

- ⤴ Line item 4006 – the Materials fund does not include all monies. Corrections will be made.
- ⤴ Line item 4015 – Interest Income is now showing on the report.
- ⤴ Line item 425 – Computer Maintenance is at 9.7% because most of the maintenance agreements are renewed in the fall.
- ⤴ Line item 820 – Professional Development is at 22.7% because the workshops and conferences to be taken by staff will be in the fall.
- ⤴ Payroll and personnel costs are slightly under budget.
- ⤴ Linda made a motion to accept the report. Prue seconded the motion and it pass unanimously.

Librarian's Report:

- ⤴ One hundred sixteen people attended the end of summer program event held on 8/8/13.
- ⤴ Cindy read patron comments and letters received since the last Trustees' meeting.
- ⤴ The fire inspection had been conducted and the result was positive.
- ⤴ A new leak appeared during the most recent rain storm. There was slight damage done to the matting of a photograph on display by a local artist. She will be discussing the leak situation with David Ford.
- ⤴ There was an issue with the electric eye that controls the exterior lighting and it has been repaired.
- ⤴ There were over 11,000 visitors in the library during July.
- ⤴ The number of reference questions was down, but Cindy feels that may be incorrect as due to the busyness of the library staff may not have accurately reported the number of questions.
- ⤴ There was an issue with the projector, but John solved the problem.
- ⤴ The new furniture has arrived.

Old Business

- ⤴ Technology Update:
 - The modems have been upgraded and there are two new printers that feature the ability to e-print (e.g. from an I-pad)
 - The circ desk computer has been replaced and there will be an additional battery back up purchased.
 - Cindy announced that First Tracks as selected by the respondents to the RFP for the

technology/website/branding project.

- ♣ Library Garden: Jane reported that the weeding is continuing by Garden Club volunteers. Jane will set a meeting to determine the plan tht will be presented to Friends of the Library at their September board meeting.
- ♣ Committee Reports:
 - Cindy distributed the list of committees and asked trustees to review it.
 - John reported that the WPL Foundation held two information sessions at the Wolfeboro Inn. Attendance was good and there were many good questions.
- ♣ Friends of the Library: Jane reported that approximately \$900 had been collected thus far.
- ♣ Budget: Cindy distributed the draft Budget Reinstatement/Addition List and draft budget about which there was discussion. Cindy indicated that submission is due by the end of August, however Pete Chamberlin is aware that it will be voted on at the September trustees meeting.
- ♣ Other old business: None

New Business

- ♣ Cindy announced there were several upcoming Trustee Orientation sessions and asked that any trustees interested in attending should notify her.
- ♣ Cindy reported that she will be on vacation from September 20-30.

Next board meeting: September 13, 2013 at 1:30 PM.

Jane made a motion to adjourn the meeting. Mike seconded the motion and it passed unanimously. The meeting adjourned at 2:35 PM.

Respectfully submitted,

Linda Matchett
Secretary