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

The meeting was called to order at 1:34 PM. There was no need for voting alternates.

John asked if there were any corrections to the minutes of the January 4, 2013 meeting. Cindy indicated that under the Librarian's Report a correction should be made to indicate “she distributed a copy of the Trustee's Association Newsletter.” Hearing no other corrections, Jane made a motion to accept the minutes as amended. Candy seconded the motion, and it carried unanimously.

Treasurer's Report: Candy indicated that she has been working closely with Bob Woerheide to set up classes and make other changes within Quickbooks to give the trustees a more accurate representation of the information. She also indicated that the reports were now in a new format. The distributed reports are through December 2012. There was a brief discussion regarding investments and outstanding expenditures. Mike made a motion to accept the Treasurer's Report. Linda seconded the motion, and it carried unanimously.

Librarian's Report:
- Cindy reported that circulation statistics are down by 3.76%, however all other statistics are up confirming that usage of the library is shifting.
- There was a dramatic increase of 333% in downloadable books. This was most likely due to a post-holiday surge due to receiving electronic readers as gifts.
- Cindy announced the NHLTA Open House and encouraged trustees to go if their schedules allowed.
- She shared a compliment received from a library patron.
- Cindy reported that there is an issue with the fuser on the copier, and it is still under warranty. The distributor is having trouble getting the part, therefore has provided a loaner. It does not have color copy feature.

Old Business
- Technology update:
  - The draft of the technology plan is complete and the staff has reviewed it. It has gone to the technology committee. The library trustees will receive it after that.
  - The KRHS “Tech Squad” has been to the library. The “technology petting zoo” they are assisting with is being rescheduled due to date conflicts. The new date for the event is anticipated to be before the end of February.
- Committee Reports: None
- Building Issues: A bank of four lights went out over the art show section of the library. The electrician has been contacted to determine and fix the problem.
- Other old business: none
New Business

▲ Warrant article about building maintenance – update: Cindy reported that David Ford was unable to pull together the group needed to compile the repair estimate due to the fire and other issues. There was a brief discussion about how to handle questions about this at the deliberative session.

▲ Annual report: Cindy has done the annual report, and it was emailed to the trustees prior to the meeting. There were no issues or questions about the report.

▲ Proposed Changes to financial reports: Candy reported that the “class” function within Quickbooks is being used to track designated expenditures. There was a brief discussion.

▲ Trustee 2013 meeting dates: Cindy indicated that the June meeting conflicts with the Book and Author event and the September date conflicts with the town employee picnic. After a brief discussion, the June date was changed to June 14 and the September date was changed to September 13. Both meetings will commence at 1:30 PM as usual.

▲ Request by outside service club: John indicated he received a letter from Don Faul, president of the Wolfeboro Lions Club requesting space in the library to hang a plaque that honors “Citizen of the Year” recipients. After a brief discussion John made a motion to respond to the club letting them know the trustees are willing to put the plaque in the library but would like them to consult with Cindy and John regarding placement that is satisfactory to them. Mike seconded the motion, and it carried unanimously.

▲ Donations: Jane made a motion to accept donations in the amount of $117.95. Candy seconded the motion, and it carried unanimously.

▲ Other new business: Cindy reported that there is a bill before the house (HB436) that allows voters to remove the authority of library trustee boards to manage their libraries and transfer the governing authority of town libraries to the selectmen. She indicated that NHLTA is opposed to the bill and is working on advocacy. She will forward any emails she receives about the issue to library trustees.

▲ Other new business: none

Non-public session: John made a motion to go into non-public session for the purpose of doing the library director’s performance evaluation. The board entered non-public session at 2:32 PM.

At 2:52 PM, the board re-entered public session.

The meeting was adjourned at 2:52 PM.

Respectfully submitted,
Linda Matchett
Secretary