

Wolfeboro Public Library Board of Trustees  
February 7, 2014 Meeting Minutes

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

The meeting was called to order at 1:32 PM

There were no voting alternates.

John asked if there were any corrections to the minutes of the January 3, 2014 meeting. Hearing none Mike moved to accept the minutes as written. Candy seconded the motion, and it passed unanimously.

#### Treasurer's Report:

- Candy reported that Quickbooks was migrated to the cloud on 02/03/14. She indicated it has been a challenging transition, and the first set of checks had to be re-run. The budget had to be entered into the system again, and there may be problems with it.
- Candy indicated Bob Woerheide has been working closely with Cindy and her during the transition.
- Candy reported the salary bill has not been received from the town yet.
- Jane made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

#### Librarian's Report

- Cindy reported that a donation of the "Stars and Stripes" military newspaper has been received. She received a positive note from a patron about the newspaper and the library in general.
- Cindy distributed the Feb/March events calendar, and reported on the statistics as compared to January 2013. In general all statistics are up – books, programming, attendance, internet usage, and reference questions. Patron count appears to be down, but the automatic counter was not operating for an unknown period of time due to a dead battery.
- Cindy indicated that museum pass usage is up over the last five years by 45%. The passes are available to our patrons thanks to the Friends of the Library.
- Inter-library loan stats:
  - WPL borrowed 1517 books, this include books for 9 reading/discussion groups.
  - WPL loaned 1357 books

#### Old Business

- Technology/Website/Branding – Update:
  - The phone system is 80% installed. Some wiring, and minor installation items need to be completed, including the wireless phone.
  - The panic button has not been installed despite numerous calls to Knight Security. Cindy will continue to follow up.
  - The website is still in process.
  - The postcard site is up. It needs to be indexed and will be included on the new website.
- Building issues:
  - Cindy received the engineering report about the roof inspection.
    - The roof itself is not in bad shape. The report indicates that most of the water may be coming from the A/C units where pipes come into the building. The roof drains cannot be opened, and there are holes in the masonry where water may be seeping in.
    - The report includes solutions and associated costs.

- Cindy has discussed the report with David Ford.
  - Heating system – the repair work has almost solved the extreme temperature situation. The meeting room still has issues that are being looked at.
- Committee Reports – None
- Friends of the Library
  - FOL asked if the trustees would like to donate a raffle basket to the Book and Author luncheon again this year. The trustees decided on a “bird” theme to complement another basket being donated that has a “bees” theme.
  - If anyone has content for the FOL newsletter, please send it to Cindy.
  - She reported there are 172 members of FOL. They are considering participation in the Festival of Trees and have asked if the library could hold a kid's craft event to make the ornaments. They are also considering participation in Wolfeboro's July 4<sup>th</sup> parade.
  - They are working on getting new logo items.
  - FOL funded the upcoming National Library week activities
  - FOL has granted Cindy \$10,000 for technology use.
  - Cindy reminded the Trustees that a new Board liaison will need to be elected after Jane steps down next month.
- Budget Update:
  - John reported that there was a significant amount of discussion about town hall at the deliberative session. He thanked David Bowers for his vocal support of the library and the warrant article.
- Board Self Evaluation Guide project – Prue reported that she read the guide and found it very helpful. The Guide stresses advocacy, policies, etc. from the Board rather than direct management. She highly recommended the WPL board create a similar document. Cindy will email it to Board members who will indicate any comments or suggested changes.
- Other old business: Cindy contacted the bank who sent the \$600 anonymous donation, but they would not release the name. Cindy will send an open letter to the editor at the Granite State News to express the library's appreciation for the gift.

New Business - None

John made a motion to enter non-public session for the purpose of conducting the Library Director's annual performance review. Linda seconded the motion, and it passed unanimously. The Trustees entered non-public session at 2:29 PM.

The trustees re-entered public session at 2:50 PM.

Mike made a motion to seal the minutes of the non-public session. Candy seconded the motion, and it passed unanimously.

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 2:52 PM.

Respectfully submitted,

Linda Matchett  
Secretary