

Wolfeboro Public Library

Board of Trustees Meeting

January 4, 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 1:33 PM.

There was no need for a voting alternate.

John asked if there were any corrections to the minutes of the December 7, 2012 meeting. Hearing none, Jane moved to accept the minutes as written. Linda seconded the motion and it carried unanimously.

Treasurer's Report

- Candy indicated that the accounts were all up to date as of January 4, 2013, however the People's United Bank statement has not been received. The trust funds are also up to date.
- All bills that were ready to be paid have been paid.
- There was a past discussion about using a cloud version of Quickbooks. There are some changes that will need to be made within our records to allow that to happen.
- The contract with Atrium has been signed and payment made.
- The town annual report will be worked on in the upcoming week.
- Mike made a motion to accept the report. Jane seconded the motion and it carried unanimously.

Librarian's Report

- Cindy indicated that building issues have taken up a large portion of her time.
- Cindy reported that December 2012 circulation stats are down compared to December 2011 stats.
- Programs and attendance are up during the same time period.
- Cindy asked if Trustees needed a copy of the state library newsletter which prompted a brief discussion about an article in it regarding library employees.

Old Business

Technology Plan: Cindy reported that the draft revision is in process of further revisions. She has been contacted by the High School to use students who want to do training for the public. She plans to use them to conduct a technical petting zoo an event where people can bring their small electronic devices and get assistance and training on how to use them.

Committee Reports: None

2013 Budget: Cindy indicated that the budget she distributed included the \$6,000 that the town added to the maintenance budget. John reported that he attended the Selectmen's meeting and asked for clarification of what the \$6,000 was to be used for. It is to be used for a study of the heating system. The study will support Warrant Article U that proposes to add \$100,000 to the town budget split 60/40 between the Library and the Libby Museum to dealing with building repair issues. In addition, John has spoken with an engineer who is from the company that manufactured the part of the control system that is of concern. He appears to know how the problem can be solved. The study will be conducted prior to the deliberative session.

Other old business: none

New Business

- Cindy reported additional building issues:
 - A problem with the CO detector ó repaired.
 - One of the air handlers may have seized up ó in process.
- Acceptance of Donations: Candy made a motion to accept a framed print of Town Hall, \$1000 from the Hurlburt Fund and miscellaneous donations in the amount of \$215.92. Jane seconded the motion and it carried unanimously.
- Other New Business:
 - Cindy reminded the trustees it was time for her annual review and that she will be working on her list of goals over the next couple of weeks.
 - Cindy reminded the trustees about the budget committee meeting on January 8, 2013 at 7:00 PM.

Non-Public Session ó None

Next Regular Board Meeting ó February 1, 2013, 1:30 PM

The meeting adjourned at 2:12 PM.

Respectfully Submitted,

Linda Matchett, Secretary

