

Wolfeboro Public Library
Board of Trustees Meeting Minutes
January 3, 2014

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

The meeting was called to order at 1:32 PM. John indicated there was no need to assign any voting alternates.

Cindy presented screen shots of the proposed library website index page, a subpage, and the mobile application. She indicated the page was still in process.

John asked if there were any corrections to the minutes of the December 6, 2013 meeting. Hearing none Jane made a motion to accept the minutes as written. Mike seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy distributed the P&L Budget vs. Actuals and Statement of Assets and Fund Balance reports. She indicated that all checking accounts are current, and the town appropriation requested.
- The December Human Resources bills have been paid.
- The Trust accounts are accurate with the exception of the Huebner-Raddin Fund. There is currently no way to show earned interest. She is working on a way to do this. There was a brief discussion about whether to withdraw the earned interest in March as well as the length of the current CD.
- She is nearly finished closing out the year, therefore the information will be available in time to submit the annual report to the town.
- She commented that Bob Woerheide is working with Quickbooks to enable better reporting.
- Linda made a motion to accept the Treasurer's Report. John seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy highlighted statistics for the month and indicated she would present the year end statistics at the February meeting.
- Over all the library has been very busy. Cindy indicated it may have reached capacity.
- She distributed the January newsletter and an article called the "Rapid Pace of Change: 2003- 2013." It reported the differences in number of websites, number of cell phones owned, etc.

Old Business:

- Technology Update:
 - o The content for the website is still being worked on by Cindy and the staff and forwarded to the vendor. The color version will be available by 1/10. Launch of the new site is anticipated for February.

- o Cindy is working through the status of the 2013 tech plan in order to create the 2014 tech plan.
- o The postcard digitization project is moving forward.
- Building Issues:
 - o Two more air handlers have been repaired.
 - o There is an issue with the heating system – there were incidents of when the heat spiked for no apparent reason. The staff is tracking the incidents to assist Stroger’s troubleshooting of the situation.
 - o The phone system should be in by February.
 - o The panic button has not been installed. Cindy has made several attempts to schedule the work.
- Committee Reports:
 - o Ad hoc committee about the Jackson Public Library project – tabled until February.
- Budget 2014:
 - o The budget committee approved the library increases to the budget. The public hearing is 1/14 and the deliberative session is 2/4.
 - o The warrant article taping is on 1/15. David Bowers commented that each of the Selectmen will be assigned up to four articles to defend.
 - o Cindy indicated that fundraising and final design of Abenaki Lodge is occurring. It is planned for the 2015 budget.
- Other New Business:
 - o John announced that the time for the Library Director’s performance review is approaching. He will distribute the form and associated documents to trustees for feedback to be returned by the third week in January.

New Business:

- Acceptance of Donations: Candy made a motion to accept donations in the amount of \$1,935.50. Mike seconded the motion, and it passed unanimously.
- Other new business:
 - o Cindy reported that the town purchased a snowblower that is shared by the library and fire department, and as a result the staff no longer needs to shovel.
 - o Cindy made a request to close the library early on three days during 2014:
 - 07/03/14 – 5:00 PM
 - 11/26/14 – 5:00 PM
 - 12/31/14 – 4:00 PM
 - o Linda made a motion to close the library early as requested. Candy seconded the motion. There was a brief discussion after which Linda amended the motion to close the library at 4:00 PM on all three days requested. Candy seconded the motion, and it passed unanimously.

Having no other business, Mike made a motion to adjourn. Candy seconded the motion, and it passed unanimously. The meeting adjourned at 2:21 PM.

Respectfully submitted,

Linda Matchett

Secretary