

## Wolfeboro Public Library Trustees Meeting

June 14, 2013 Minutes

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

The meeting was called to order at 1:31 PM. Linda Wilburton was named a voting trustee.

John asked if there were any corrections to the minutes of the May 3, 2013 meeting. Hearing none Mike made a motion to accept the minutes as written. Candy seconded the motion and it passed unanimously.

Treasurer's Report: The financial reports were distributed.

- Cindy indicated that the auditors have tentatively determined the library owes the town \$3,770. The final amount will be released shortly.
- Candy indicated the reports include all HR costs, but bills would be paid after the meeting.
- Cindy and Candy met with Bob Woerheide to work on the Hubnor-Radnor fund in Quickbooks. The account is now accurate.
- Candy reported we have received the income from the three trusts that are managed by the Trustee of the Trust fund. The money will be used for materials.
- Linda made a motion to accept the Treasurer's report. Mike seconded the motion and it passed unanimously.

Librarian's Report: The librarian's report was distributed via email prior to the meeting. She distributed the events calendar and read three notes that had been received by the library that included positive feedback. Cindy reported that reference question statistics are up and reported the following comparison to 2007:

- Total statistics: Up 12%
- Reference Questions: Up 62%
- Visitors: Up 26%
- Internet usage: Up 138% (was not available in 2007)
- Programs: Up 25%
- Attendance: Up 141%
- Book circulation: Down 3,000 items

### Old Business

- Technology/Website/Branding:
  - Cindy reported that the main accomplishment since last month is that patrons will be able to e-print shortly. The system is ready, instructions have been drafted. Once the instructions are determined to be clear and complete, the public will be given access.
  - The library received twenty responses to the RFP. It was advertised in the paper and ended up on a website prompting out-of-state responses. Cindy asked for trustee volunteers to be on the review committee. The process is TBD.
- Building Issues

- Cindy reported that the installation of the ventilation system for heat and A/C in the break room and back offices was started on 6/14/13. It is being paid for from the \$60,000 the town allocated to the library for maintenance and repair.
- The programmable thermostats have been installed. Testing will begin shortly.
- There are issues with some of the lighting fixtures. The part holding the bulb in are disintegrating and the bulbs are falling out. This will be addressed in the near future.
- The library experienced roof leaks during the recent rain storms.
- Committee Reports: None
- Friends of the Library
  - Book and Author Luncheon: Cindy reported that the event was very successful – it was sold out and the raffle raised \$1,000.
  - Summer/Fall Raffle: All the items have been received for the raffle. Linda needs the list of items so she can create the tickets.
  - Ice Cream Social: Candy reported that Prue will not be able to help as anticipated. Candy signed up for Prue's spot. Cindy reported the permits have been received.
  - Furniture for Quiet Area and Children's Area: Friends of the Library donated \$2,400 for furniture to be used in the "Quiet Area." The YA books will be moved to create this space. The Green Mountain Furniture gift certificate was used to purchase two love seats, a rocker and small table.
- Capital Budget 2014 – The forms were distributed via email prior to the meeting. The wording proposed at the May meeting was reviewed.
- Budget 2014 – Cindy reported that it is still early in the process. No figures have been received from the Finance Director at this time. Cindy distributed proposed staffing information for discussion. She also indicated that online subscriptions will be reviewed during the budget process.
- Summer Programming/Summer Reading Program – Cindy reported the program will kick off in Cate Park on June 27<sup>th</sup>. She distributed the poster and brochures. Cindy reported that Barbara went to the Rotary and requested financial assistance with the program and received \$500.
- NHLTA Spring Conference – Cindy, Linda M and Linda W reported on their experience at the conference.
- Other Old Business
  - Front garden: John reported that he and Jane discussed solutions to the garden. Jane submitted an idea that all trustees donated \$50 to cover maintenance labor. The trustees readily agreed – the money will be given to Friends of the Library and designated for the garden. A suggestion was made to ask the Friends of the Library for funds to purchase and install plants. John read a letter he received from his landscaper that gave general information and advice about the garden.

#### New Business

- Alternate Trustee Ad: Cindy reported that the advertisement was in the 6/13 edition of the Granite State News and will run again in the 6/20 edition. She reminded alternate trustees to contact John if they would like to be considered again.
- Acceptance of Donations/Grants: Candy made a motion to accept the donations/grants in the amount of \$897.49. Linda seconded the motion. Four – in favor, None – against, one – abstention.
- Other New Business: None

Non-Public Session: None

Linda made a motion to adjourn. Mike seconded the motion and it pass unanimously. The meeting adjourned at 2:37 PM.

Next Regular Board Meeting – July 12, 2013, 1:30 PM

Respectfully submitted,

Linda Matchett

Secretary