

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

Present: Trustees - Michael Hodder, Linda Matchett, John Sandeen; Alternate Trustees - Prue Fitts, Linda Wilberton, Barbara Wood; Library Director - Cindy Scott; Selectmen's Liaison - David Bowers

The meeting was called to order at 1:34 PM. Prue Fitts and Barbara Wood were named voting alternates.

John asked if there were any corrections to the minutes of the February 7, 2014 meeting. Hearing none Mike made a motion to accept the minutes as written. Prue seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy gave the report on behalf of Candy. She indicated that there continue to be problems with the Quickbooks conversion, but with help from Bob Woerheide they are working through them.
- Despite the problems, the new system has been useful because of the ability to access it on any of the computers. In addition, there are functions being used that were not previously available.
- With the exception of the heating oil, all other budget items are on point.
- Linda made a motion to accept the report. Barbara seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy shared a thank you note from one of the outside program directors.
- She reported that the company used previously to get rid of unsaleable books has changed, so we are now using "Big Hearted Books," an organization that donates to hospitals, prisons and troops.
- Cindy distributed the programming newsletter and highlighted the new Scrabble group. She also displayed the Friends of the Library newsletter.
- She indicated that statistics would be collected three times per calendar year - March, July and October.
- She reported that February statistics were down, but the library closed on several occasions due to weather.

Old Business:

- Technology Update:
 - Cindy indicated that the Technology Plan had been distributed prior to the meeting via email. Some changes have been made due to input from board members. She reported that the website is coming along, but slower than anticipated. There was a discussion about the need for a disaster recovery plan sooner rather than later. Cindy reported that parts of the plan are already in place. Cindy reported that the public computers will need to be replaced and she is evaluating a system called "Userful" as one of the options.
- Building Issues:

- o Snow has been removed from the roof again, and there have been no leaks thus far.
 - o There was a power outage, during which it was discovered that some of the emergency lights were nonfunctional, some due to batteries, others to light bulbs. Knight Security is fixing the problem and has put the Library on a preventive maintenance plan.
 - o The phone system is now completely installed and has made for greater efficiencies among the staff.
 - o Bob Strogon was in to finish making the adjustments to the heating system.
- Committee Reports: None
 - Friends of the Library: None
 - Board Self Evaluation Project: Cindy emailed the document to everyone. Prue asked for comments so she can present a modified version at the April meeting.
 - Other Old Business:
 - o Cindy reminded board members to bring in their Book and Author basket donations no later than the April board meeting.

New Business:

- Cindy reminded board members about the Trustees conference on May 19, 2014. She asked board members to contact her if they would be attending.
- Acceptance of Donations: Cindy reported that a small table was donated for use in the basement for the phone system. John made a motion to accept the table and donations in the amount of \$556.78. Mike seconded the motion, and it passed unanimously.
- Other new business:
 - o John Sandeen and Jane Newcomb will complete their term of service on March 31, 2014. Linda presented him with a letter of appreciation from the board for his many years of service. Due to Jane's absence her letter of appreciation will be mailed to her.

Having no other business, Linda made a motion to adjourn. Mike seconded the motion, and it passed unanimously. The meeting adjourned at 2:33 PM.

Respectfully submitted,

Linda Matchett
Secretary