

Wolfeboro Public Library
Board of Trustees
May 3, 2013
Minutes

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

The meeting was called to order at 1:35 PM.

John asked if there were any corrections to the minutes of the April 5, 2013 meeting. Hearing none, Candy made a motion to accept the minutes as written. Mike seconded the motion, and it carried unanimously.

Treasurer's Report:

- ⤴ Candy indicated that the report is current as of 5/2/13.
- ⤴ The town has been reimbursed for the April salaries.
- ⤴ The income and expenses are in line with being 1/3 through the fiscal year. There is some work that needs to be done to the income reporting.
- ⤴ Jane made a motion to accept the report. Linda seconded the motion, and it carried unanimously.

Librarian's Report:

- ⤴ The written report was distributed prior to the meeting via email.
- ⤴ Cindy distributed the current newsletter.
- ⤴ Cindy reported that the Children's Day events during library week were very well attended.
- ⤴ She noted that book circulation and internet usage are up as well as use of museum passes.
- ⤴ The summer substitute schedule is set and will begin the day of the Ice Cream Social.

Old Business

- ⤴ Telephone system update: Cindy reported that there has been a discussion between the town and selectmen about the current system. David indicated that there are currently more than 80 lines and that the updated system would have fewer lines, but more features. Because of the design of the new system, fewer lines are needed to support the staff. A brief discussion about the library's phone system and the opportunity to be part of the update occurred. It was decided that Cindy would talk to David Owen about including the library.
- ⤴ Technology/Website/Branding – update: Cindy expressed her thanks for the comments received from trustees about the draft RFP. There was a discussion about the process. It was decided to put the ad in the paper as soon as possible and to put it on the town's website. The technology plan is moving forward on schedule.
- ⤴ Building Issues – update:
 - Bob Strogon will be at the library during the week of 5/6 to bring the wireless

thermostat replacement. He is also going to look at what sort of ventilation can be added to alleviate temperature issues in the middle offices.

- There are small maintenance issues that need to be handled such as changing light bulbs, etc. There was a brief discussion about the use of town employees for that.
 - There entry way windows are rusting. Carroll County Glass brought an estimate forward, but due to the amount the project will need to go out to bid. Cindy indicated Adam is handling it.
 - The vines on the outside of the building are beginning to damage the roof. It was decided to have them cut down.
 - Jane mentioned the front garden. There was a brief discussion about how to resolve the situation. She proposed bringing in a professional. Since there is currently no budget for anything extensive, it was agreed to discuss the garden with Ethan Hipple, Director of Parks and Rec (the department responsible for weeding two times per year).
- ⤴ Committee Reports: None
 - ⤴ Other old business: Cindy reported that the copier is now repaired and the company will “do something for us.”

New Business

- ⤴ Capital Budget 2014: There was a brief discussion about the need to submit the capital budget. John made a motion to change the project requests to 2014 and 2015 as indicated. Linda seconded the motion and it carried unanimously.
- ⤴ Budget 2014: There was a discussion about needs for 2014. Cindy will prepare a draft to be presented at the June meeting.
- ⤴ Holiday Closure Schedule: Cindy suggested that the library close early on the following dates in 2014: July 3, November 27 and December 30. Mike made a motion to accept the suggested dates. Candy seconded the motion, and it passed unanimously.
- ⤴ Friends of the Library:
 - Raffle Basket for B&A Luncheon: Cindy reported that the event is sold out. Trustees submitted their basket items and discussed pick up/drop off. Jane/Candy have the permits and will completed them.
 - Ice Cream Social/Book sale: Candy agreed to inventory the supplies and contact Aaron Morrissey as needed. Linda will bring her tent. Schedule to be determined at June Board meeting.
- ⤴ Policy question on non-resident cards: Cindy asked for clarification about the policy. There was a brief discussion during which her question was answered.
- ⤴ Summer Reading program: Cindy reported the program is receiving positive response. The staff is hopeful for large attendance.
- ⤴ NHLTA Spring Conference: Cindy reported that Linda Matchett, Linda Wilburton and Cindy will be attending the conference on May 20. She notified the group which sessions will be attended.
- ⤴ Acceptance of Donations: Linda made a motion to accept the anonymous donation of a \$1,000 Green Mountain Furniture gift card. John seconded the motion and it carried unanimously.
- ⤴ Other new business: Cindy reported that Friends of the Wolfeboro Public Library joined

“United for Libraries.” More information can be found at www.ala.org/united.

- ▲ Other new business: It is time to renew the trustees membership in the Trustees Association. Cindy asked if alternate trustees are eligible for membership. After a discussion John made a motion to pay for membership for trustees and alternate trustees out of the budget. Jane seconded the motion, and it passed unanimously.

Non-public session: None required.

Linda made a motion to adjourn. John seconded the motion, and it carried unanimously.

The meeting adjourned at 2:42 PM.

Respectfully submitted,

Linda Matchett
Secretary