

Wolfeboro Public Library
Board of Trustees Meeting
September 13, 2013
Minutes

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

The meeting was called to order at 1:35 PM by Chair John Sandeen.

Cindy led meeting participants to the meeting room where the carpet had been professionally cleaned.

Barbara Wood was named voting alternate.

John asked for corrections to the minutes of the August 15, 2013 meeting. Barbara indicated that a correction: "Hearing non" should be "Hearing none." Jane made a motion to accept the minutes as amended. Mike seconded the motion, and it passed unanimously.

Treasurer's Report: Cindy made the report on behalf of the treasurer. She noted that payroll, personnel and telephone expenses are paid through July 2013. She reported that some issues with line items still need to be resolved. There was a brief discussion about the report. Linda made a motion to accept the report. John seconded the motion, and it passed unanimously.

Librarian's Report: The report was distributed electronically prior to the meeting. Cindy noted the following:

- ^ September is National Library Card month. A significant amount of publicity is being done to include posters at schools and around town, flyers in bags at grocery stores, Granite State News, etc.
- ^ State Librarian Michael York is taking on e-book accessibility for public libraries.
- ^ We received several notes from patrons that Cindy read to the meeting participants.
- ^ Cindy reminded the trustees she will be on vacation from September 20-30, 2013.
- ^ Cindy highlighted the monthly statistics.

Old Business

- ^ Technology/Branding/Website: Cindy reported that the planned separation of the computer network into public and staff has been completed. There were issues associated with the project due to power outages. She distributed the first selection of logos from First Tracks. A brief discussion was held.
- ^ Building issues: There were roof leaks during the recent rain storm.
- ^ Garden – Status
 - o Linda Wilburton reported that she came with members of the Garden club and worked for about four hours. Many plants were moved. The garden is in good shape with some more items coming. There was a brief discussion about future needs.
- ^ Committee Reports: None
- ^ Friends of the Library:
 - o Jane reported that \$2,121 has been received to date from the mail raffle. An article will be in the upcoming Granite State News announcing that the drawing will occur on October 4th. Last year's proceeds were approximately \$2,500.

- ⤴ 2014 Budget: Cindy distributed the budget. There was a discussion about the maintenance expense line item. New water rates have been issued and need to be factored in. There was a brief discussion about additions to the budget.

New Business

- ⤴ Scanning policy: Cindy distributed a prospective scanning policy. There was a brief discussion, and the policy was amended to read as follows:
 - Document scanning services are available. We will scan your documents or photos up to a maximum size of 11X17 inches in size. All scans will be charged at \$0.10 per page. Small items like identification cards or receipts can be combined to reduce page count. Scanned material can be emailed or saved to your USB flash drive. There is no additional charge for scanning color documents.
 - John made a motion to accept the policy as amended. Mike seconded the motion, and it passed unanimously.
- ⤴ Linda made a motion to accept the donations in the amount of \$851.65. John seconded the motion, and it passed unanimously.
- ⤴ Other new business:
 - John informed the meeting participants that Jane Newcomb did not receive the NH Trustee of the Year award. The board expressed their disappointment. Jane responded that it was an honor to be nominated.
 - Cindy reported that the volunteer who is helping with technology will be installing new shelving on Sunday, September 15.

Linda made a motion to adjourn. Jane seconded the motion, and it passed unanimously. The meeting adjourned at 2:42 PM.

Respectfully submitted,

Linda Matchett
Secretary