

Wolfeboro Public Library
Board of Trustees Meeting
December 6, 2013
Minutes

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

The meeting was called to order at 1:32 PM by Chair John Sandeen.

John asked if there were any corrections to the minutes of the November 1, 2013 Trustees' 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 reported that the Peoples and Citizens accounts have been reconciled through 11/30/13. The fines and brokerage accounts have been reconciled through 10/31/13. The November brokerage account statement has not been received yet.
- The budget vs. actuals report includes November's payroll.
- Cindy indicated that work needs to be done in Quickbooks to correct some line items.
- Linda made a motion to accept the report. Jane seconded the motion, and it passed unanimously.

Librarian's Report:

- The hard copy report was distributed at the meeting. Cindy highlighted the following items:
 - The trend of library users asking for more assistance from the staff and heavily using the internet services, while checking out fewer physical books, continued in November.
 - The open house is scheduled for Saturday, December 7 from 10 AM – 3 PM. Cindy encouraged the trustees to attend.
 - She received a letter from the Wolfeboro Lions club thanking us for the opportunity to use the property to distribute poinsettias.
 - Cindy read the comments received – both positive and negative.
 - She reported the library received a donation of an aerial photograph of Wolfeboro.
 - She will be on vacation the week of December 16.
- Cindy reported that the roof leak during the heavy rain storm in late November impacted the building significantly. Two areas leaked extensively with six inches of water collected in a strategically placed bucket. In another area water ran down the wall and into the art exhibit area.

Old Business

- Technology/Website/Branding – update:
 - With the logo portion of the project complete, the staff is now working with First Tracks on the website.
 - The newspaper digitization project proved its worth when a patron asked to find a poem that was in the GSN, and Cindy was able to find it through the use of a keyword search.
 - The postcard digitization project has had a volunteer step forward to help.

- The tech volunteer has gone south for the winter, but will be making himself available via phone and computer.
- Building Issues: Discussed during librarian's report.
- Committee Reports
 - Cindy distributed a document from the Jackson public library that she felt might be helpful for the board. The board agreed and is considering the formation of an ad hoc committee to discuss.
- Budget 2014 – Update: Cindy reported that she and several members of the budget committee met with the town Budget committee. The monies for the new PT staff member were included. There are additional questions that will be addressed at the 12/11/13 town Budget committee meeting.
- Other old business – None

New Business

- Cindy distributed a quotation from TeleTechniques to upgrade the telephone system. She indicated the library system is ten years old, and it does not fully meet the needs of the library. After a brief discussion, Mike made a motion to accept the bid from TeleTechniques to install a new telephone system and to fund the project from the Building and Maintenance line item. The motion was seconded by Candy, and it passed unanimously.
- Emergency Alarm System: Mike presented a quote from Knight Security for a panic button at the front desk. There was a brief discussion. Linda moved to accept the bid and to fund the project from the Building and Maintenance line item. Jane seconded the motion, and it passed unanimously.
- Candy moved to accept the donations in the amount of \$201.77. Linda seconded the motion, and it passed unanimously.
- Other new business: Cindy announced there were two workshops available for trustees.

Non public session: John made a motion to enter non public session for the purpose of discussing compensation and matters that affect individual staff members. Linda seconded the motion and a roll call vote was taken:

John: Yes
 Mike: Yes
 Candy: Yes
 Linda: Yes
 Jane: Yes

Non public session entered at 2:25 PM.

The trustees re-entered public session at 3:28 PM.

John made a motion to seal the minutes from the non public session. Jane seconded the motion, and it passed unanimously.

Mike made a motion to adjourn. Linda seconded the motion, and it passed unanimously. The meeting adjourned at 3:30 PM.

Respectfully submitted,
Linda Matchett
Secretary