

**WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES**  
Wolfeboro Public Library  
June 13, 2014 Meeting Minutes

Present: Trustees – Michael Hodder, Linda Matchett, Linda Wilburton; Alternate Trustees – Susan Raser, Carol A. Smith; Library Director – Cindy Scott

The meeting was called to order at 1:30 PM.

Mike introduced Susan and Carol as the new Alternate Trustees. He indicated they both have been sworn in, and their terms expire July 31, 2015 by approval of the Selectmen. Mike informed Susan and Carol about the various committees and asked them to sign up for any on which they have an interest in serving.

Susan and Carol were named voting alternates for the meeting.

Mike asked if there were any corrections to the minutes of the May 2, 2014 meeting. Hearing none he made a motion to accept the minutes as written. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report: Cindy gave the report in Candy's absence. She noted the following issues:

- Outside services has been overspent, primarily due to costs associated with the new website.
- The computer line item is lower than anticipated due to the support for expenses we receive from the Friends, and the fact that most of the contracts are renewed in the Fall.
- Line 435a should be line 435
- There are two line 61F, and the treasurer is continuing to work within Quickbooks to make the correction.
- Linda M. made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy reported that May was a very good month with most statistics up over last year. In the past May has been the quietest month of the year.
- Cindy distributed the newsletter and highlighted several events.
- She notified the board that the move of town employees from Town Hall has been delayed
- Steve Wood is the newest member of the police commission.
- Cindy reported that offers have been made for the new 15-hour-per-week employee and the sub, and she is waiting for the return of their background checks.
- The new copier has been installed and has been a tremendous improvement.
- Linda M. made a motion to accept the report. Carol seconded the motion, and it passed unanimously.

## Old Business

Alternate Trustee Position Opening Ad – The third alternate trustee position will be vacant as of July 31, 2014. Therefore, Cindy placed the advertisement seeking applicants. Application is to be made via letter to Mike Hodder no later than July 3, 2014. The current alternate trustee can re-apply.

Technology – Cindy indicated the feedback regarding the new website has been very positive. She also reported that seven of the eight new public computers have been installed. There are some “glitches” that are being worked on to correct. There will be four staff computers and a router installed in the near future.

### Building Issues –

- Building - Cindy reported that the water fountain near the rest rooms is leaking, and has been shut off. There is a potential leak under the sink in the employee break room that she will be checking. There are also circuit breaker issues in the electrical panel, and she anticipates a call to the electrician next week. Based on the hot days we had in the recent past, Cindy anticipates issues with the air conditioning system.
- Garden – Cindy was contacted by the town's welfare director about using a volunteer through the work share program. Cindy will coordinate the individual's schedule with Linda W. to work on the garden. Linda W. indicated that two hydrangeas have been ordered, and the garden will be evaluated after they have been planted.

### Committees – Reports

Finance & Investments – Mike reported the next meeting of the committee is immediately following the June 13 Trustees' meeting. The agenda will be to consider investment options in light of HB297 (effective 07/26/14).

### Development

- a. Summer Raffle Planning – Prizes are due immediately, and should be given to Cindy. The permit hearing is June 18<sup>th</sup>. Mike will attend on behalf of the Trustees, and Cindy will give him the pertinent information.
- b. Ice Cream Social – Saturday, July 12<sup>th</sup> from 12:00 PM to 2:00 PM. Shifts will be 11:30 AM to 1:00 PM (Linda W. and Susan R. ) and 1:00 PM to 2:30 PM (Linda M. and TBD). Mike will arrive at 10:30 AM to set up the tent, tables and chairs. Susan indicated her husband would assist. Linda will drop the tent off either the night before or prior to 10:30 AM. Linda W. will provide the coolers and pick up the ice cream and associated items from Morrissey's.

Human Resources – Linda indicated the committee met on May 28, 2014. She reported that she will continue to serve as Chair and Secretary. The committee discussed their goals and objectives for 2015 and the remainder of 2014. It was determined that the most pressing need was a review of the current HR policies. A plan has been put in place to commence with the project.

Representative(s) to the Friends – Cindy gave the report in Prue's absence. She indicated the Book and Author luncheon was very successful with 153 people in attendance. Proceeds from the raffle were over \$900, the most ever made on the raffle. The Friends indicated they will continue to support the Library initiatives. They are sponsoring a program featuring Rebecca Rule.

Building Committee – Mike reported there was a meeting with the architect on May 27<sup>th</sup> to discuss two possibilities – renovating and expanding the current facility or constructing a new building on the Glidden property. There is a meeting on July 11<sup>th</sup> to give the architect feedback and make a decision based on the needs of the library. A report will be submitted to the full board.

NHLTA Conference – Linda W. attended and indicated it was a helpful conference. She recommends that trustees attend when they are able. Of particular note for her was the workshop about Friends of the Library.

Seminar on Trust Fund Administration – Mike attended this Seminar hosted by the Attorney General's office about the financial responsibilities of Library Trustees. He indicated a number of issues were raised including:

1. HB297 – This RSA is effective July 26, 2014 and allows flexibility in investment decisions
2. Personal notes made before/during meetings are exempt from Right-To-Know Law

Mike recommended all Trustees obtain copies of the NH Attorney General's 2014 Handbook for Library Trustees, the 2009 memorandum on the Right-To-Know-Law, and the 2014 handouts from the seminar. All are available from the Library Director.

By-Laws – Trustees reviewed the By-laws. Changes were made and will be voted on at the July 2014 Trustees' meeting.

Other Old Business - None

#### New Business

CIP for 2015 – The CIP was distributed via email prior to the meeting. Discussion ensued, after which Mike made a motion to remove the \$700,000 placeholder and leave the \$7.2M. Susan seconded the motion, and it passed unanimously.

2015 Budget Planning – A brief discussion occurred at which time it was decided that Cindy would draft the budget for review at the July and August board meetings as necessary. Mike recommended the addition of a budget line item for attorney fees since we have used these services recently.

#### Policy Review

1. Power Failure Policy – Changes were discussed. Cindy will incorporate the changes and provide amended copies at the next board meeting.

2. Mike made a motion to review each town policy to determine its applicability to the Wolfeboro Public Library. Susan seconded the motion, and it passed unanimously.
3. No Smoking Policy – The board reviewed this town policy, and Mike made a motion to adopt the policy as amended (changing “beaks” to “breaks”). Linda seconded the motion, and it passed unanimously.
4. Mileage and Expense Reimbursement Policy – The board reviewed this town policy, and Carol made a motion to adopt the policy as written. Linda seconded the motion, and it passed unanimously.

Other New Business - Cindy indicated she was approached by Chris Conley regarding the use of a table in the library for public sessions if he is unable to get space at the hospital. He has been using Town Hall, but will be unable to do so once renovations begin.

Non-Public Session – None

Linda M. made a motion to adjourn. Linda W. seconded the motion, and it passed unanimously. The meeting adjourned at 3:08 PM.

Respectfully submitted,

Linda Matchett  
Secretary