

Wolfeboro Public Library
Board of Trustees Meeting Minutes
May 2, 2014

Present: Trustees – Prue Fitts, Michael Hodder, Linda Matchett; Alternate Trustees – Barbara Wood;
Library Director – Cindy Scott; Selectmen’s Liaison – David Bowers

The meeting was called to order at 1:34 PM by Mike Hodder. Barbara was named a voting alternate.

Mike asked if there were any corrections to the minutes of the April 4, 2014 meeting. Cindy noted that there was an extra “d” on the word ad in the sentence 'An add was placed in the Granite State News...’ Also, the date was incorrect for the Trustees orientation. It should be April 29, 2014. Prue made a motion to accept the minutes as amended. Barbara seconded the motion, and it passed unanimously.

Treasurer’s Report:

- Cindy made the report in Candy's absence.
- She noted that the monies from the Huebner-Raddin fund were removed from the People's CD until such time as the Finance Investment Subcommittee makes a recommendation about the fund. The monies are temporarily in line 1010 People's Bank.
- Cindy reported that the library is at 95% of the anticipated Specified Donations, and the monies do not include another donation made during May.
- The payroll information is through March.
- Line 4003 Building Fund Int. and Div is showing up in the wrong place. In addition there are two line “671F Fines Expense.” These items will be corrected
- Linda made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian’s Report:

- The written report was distributed via email prior to the meeting.
- Cindy reported that we received two positive notes about our staff and services.
- Cindy announced a seminar entitled “Trustee Boot Camp” being offered by Charter Trust Co. and the Inn on Main Street.
- Cindy distributed the “Trustee Times” and highlighted the information regarding MS-9 and MS-10 reports. We will need to research this to determine its impact on the library.
- It is time for nominations for the NHLTA awards.
- At the Department Heads meeting it was announced that the audit report would be available in July, at which time we will find out how much we owe the Town of Wolfeboro.
- The “move date” for employees located at Town Hall is sometime in July. In addition, a new welfare director has been hired and will start shortly.
- Prue made a motion to accept the report. Barbara seconded the motion, and it passed unanimously.

Old Business:

- Mike distributed the four applications that were received for the position of Alternate Trustee. Cindy and Mike interviewed all candidates and recommend the appointment of Carol A. Smith and Susan Raser. Mike asked Trustees to review the applications and be prepared to vote at the end of the Old Business segment of the meeting.
- Technology Update:
 - Cindy announced that the date to go public with the website is May 12, 2014. In addition, work is being done to get the seven new public computers up and running.
- Building Issues:

- The faucet in the staff breakroom broke. A plumber was brought in to replace the fixture.
- Committee Reports:
 - Mike commented that he would like each committee to meet and be ready to report at the June meeting. He reminded Trustees to use Cindy as the conduit for communication between committee members.
 - Mike will get clarification at the AG conference regarding correct procedures for setting up meetings and other communication between committee members to ensure compliance with RSA 91:A. He indicated that public input sessions need to be added to the regular Trustee's meeting agenda. However, committee meetings are not public hearings so do not require public input. Cindy noted that all meetings are posted at Town Hall, the library and on the website. Each committee chair should set an agenda for their meetings and send the agenda to Cindy for posting and distribution.
 - Facilities: None
 - Finance and Investments: There will be a meeting on 5/29/14. Any suggestions for investment options should be forwarded to Cindy prior to the meeting.
 - Development
 - Summer Raffle – Prue met with Jane to get information regarding development. It is now time to contact possible donors for contributions of products, cash or other items for the summer raffle. Assignments were made. Prizes should be finalized by the third week in June so tickets and the letter can be produced. There will be no early bird drawing this year.
 - Ice Cream Social – This is not a fund raiser, but has typically been handled by Jane. There was a brief discussion, and it was tabled for the June meeting at which time a date will be set and “point person” selected.
 - Cindy reported that the library needs donations for the book sale.
 - Human Resources – a meeting will be scheduled.
 - Representative to the Friends of the Library – Prue and Linda Wilburton are the reps.
 - Building Committee: Mike reported that the committee has met twice since the last full board meeting. The next meeting is scheduled for May 9. On May 23 the committee will hold two meetings: 1) with the staff for input and 2) with the architect to present a conceptual plan.
- Board Self Evaluation Project: Prue will meet with Cindy and present something at a later date.
- Trustee Orientation Session: Prue distributed the “12 Golden Rules for Board Members” and shared what she learned at the session.
- Other Old Business:
 - Trustees discussed the four candidates for Alternate Trustee. Prue made a motion to accept the recommendation to appoint Carol A. Smith and Susan Raser. Barbara seconded the motion, and it passed unanimously. Mike will contact the candidates.

New Business:

- By-law: Changes were suggested for the document. Cindy will have Cheryl incorporate the changes. The revised document will be sent to all Trustees and voted on during the June meeting.
- Computer Use Policy – The revised policy was discussed. Additional changes were suggested that will be incorporated into the document. Linda made a motion to accepted the policy as amended. Mike seconded the motion, and it passed unanimously.
- Other new business:
 - Cindy reported that the copier contract for the Town has expired, and they are implementing a new one. The library has another year on the current contract, but it was suggested that we take advantage of the offerings under the new town contact. Mike

made a motion to allow Cindy to change the current contract and to have the authority to sign the new contract. Prue seconded the motion, and it passed unanimously.

- Non-public session - none

Having no other business, Prue made a motion to adjourn. Barbara seconded the motion, and it passed unanimously. The meeting adjourned at 3:15 PM.

Respectfully submitted,

Linda Matchett
Secretary