

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
July 11, 2014 Meeting Minutes

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

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

Susan Raser was named voting alternate.

Mike asked if there were any corrections to the minutes of the June 13, 2014 meeting. Cindy indicated that under Treasurer's Report "Line 61F" should read "Line 671F." Hearing no other corrections, Candy made a motion to accept the minutes as written. Prue seconded the motion, and it passed unanimously.

Mike reported that our new employee Pam was in a car accident, and he distributed a card for those present at the meeting to sign.

Due to the compressed time of the meeting, Mike skipped to the Building Committee report. Cindy distributed the "Proposed Reduced Scale Library Renovation and Expansion" document. She indicated it is a 30% reduction in space from the "dream" building designed during the 2010 feasibility study. There was a brief discussion during which Mike indicated "Scale" should be "Scope." Linda M. made a motion to approve the Building Committee's pursuit of the Reduced Scope Library Renovation and Expansion. Prue seconded the motion, and it passed unanimously.

Mike asked if there was any public input. Hearing none, the meeting continued.

CIP Discussion: Cindy indicated the proposed CIP was distributed via email prior to the meeting. She reported that the justification text and monetary place holders have been changed. There was a brief discussion during which it was noted that architectural plans are no longer part of the plan since the Library will be moving forward with a design-build process. Prue made a motion to accept the amended CIP as submitted to the Board of Trustees for submission to the CIP committee on July 11, 2014. Candy seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy reported that the June 2014 salaries have been paid back to the town. She also indicated that the new electric rates are helping keep expenses down.
- Linda M. made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy indicated the Librarian's report was distributed via email prior to the meeting.

- Cindy reported the new substitute started as of July 11th and will help cover the new employee's hours who is out due to injuries sustained in the car accident.
- Cindy distributed the newsletter and highlighted several events.
- Candy made a motion to accept the report. Linda M. seconded the motion, and it passed unanimously.

Old Business

Alternate Trustee Position – Mike reported that Barbara Wood has resigned her position as alternate trustee. He also indicated that there were no applications in response to the advertisement. He reported that the advertising budget has very little money left in it. Linda M. made a motion to wait to recruit for a 3rd alternate trustee until such time as the Trustees see a need. Candy seconded the motion, and it passed unanimously.

Building Issues: Cindy reported there were no major or new issues. She has asked Dave Ford of Public Works to straighten the handicapped signs which are askew.

Committees – Reports

- Finance & Investments – Mike reported that the proposed policy was distributed to Trustees via email prior to the meeting. It has been adopted by the Finance Committee and can be implemented after HB297 becomes effective at the end of July. There was discussion after which Mike made a motion to accept The LBOT Investment Policy and Guidelines for The Wolfeboro Public Library Trust Funds document as presented to the general board. Candy seconded the motion, and it passed unanimously.
- Facilities – Linda W. reported that she is working with a volunteer to weed and clean up the gardens. She indicated that the bushes she ordered have not arrived, and she will follow up.
- Development
 - a. Ice Cream Social – Prue indicated that everything seemed to be in place for the event scheduled for the following day - Saturday, July 12th from 12:00 PM to 2:00 PM. There was a brief discussion about logistics of moving tables and chairs and tent set up.
 - b. Summer Raffle – Prue reported the raffle is moving along. The prizes have been confirmed, and most have been submitted. The letter and ticket are completed, but need to be redone to correct the date. The new versions will be dropped at the library on Saturday, July 12 for Prue to coordinate copying. Trustees are invited to come to the library at 9:00 AM on Wednesday, July 23 to stuff envelopes.
- Human Resources – Linda M. indicated the HR committee met and are working on the new and amended policies. She distributed the following policies that Trustees are to read and be prepared to vote on at the August 1, 2014 meeting:
 - General Statement of Policy
 - Americans with Disabilities Act and Amendment
 - Family Medical Leave
- Representative(s) to the Friends – No report

Policy and Procedure Approval –

- Mike distributed an agenda template to be used by subcommittees of the Library Board of Trustees.
- There are three policies to be voted upon. Candy made a motion to approve the following three policies as presented:
 - By-laws
 - Power Failure Policy & Procedure
 - Revised Procedures for Calling Meetings and Circulating Documents
 - Mike seconded the motion, and it passed unanimously.

Other Old Business - None

New Business

Policy & Procedures Approval: Overdue Fine Limit Policy – Candy made a motion to approve the Overdue Fine Limit Policy as revised. Prue seconded the motion, and it passed unanimously.

Donations:

- Mike made a motion to accept the donations from Friends of the Library of computers, software and peripherals. Candy seconded the motion, and it passed unanimously.
- Prue made a motion to accept the cash donations in the amount of \$747.88. Candy seconded the motion, and it passed unanimously.

Other New Business - None

Mike asked if there was any public input. Hearing none, Mike reminded trustees of the next board meeting scheduled for Friday, August 1, 2014.

Non-Public Session – None

Mike made a motion to adjourn. Candy seconded the motion, and it passed unanimously. The meeting adjourned at 2:26 PM.

Respectfully submitted,

Linda Matchett
Secretary