

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library August 1, 2014 Meeting Minutes

Present: Trustees – Michael Hodder, Linda Matchett, Candy Thayer; Alternate Trustees – Susan Raser, Carol A. Smith; Library Director – Cindy Scott; Technology Committee Members – Susan Fuller, Dave Shea

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

Susan Raser and Carol A. Smith were named voting alternates.

Mike asked if there were any corrections to the minutes of the July 11, 2014 meeting. Hearing none, Candy made a motion to accept the minutes as written. Susan seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy indicated the information on the report is current as of July 31, 2014. She noted there are new account numbers that have been set up to help capture movement of the donations and trust accounts. There may be additional changes made in the future as there are corrections to be made. The budget is generally on target.
- Linda M. made a motion to accept the report. Candy seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy reported that two positive comments were received from patrons. One indicated appreciation of the broad variety of materials available and the other "liked the attitude in the library."
- Cindy reported the ad for the replacement Library Assistant has been run, and six resumes have been received to date.
- Candy made a motion to accept the report. Linda M. seconded the motion, and it passed unanimously.

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

New Business:

Technology Status Report – In the essence of time, this report was moved prior to Old Business.

- Cindy introduced the Technology Committee comprised of herself, Library Assistant Susan Fuller and volunteer Dave Shea.
- Dave made a thirty minute presentation on the status of the Committee's activities and accomplishments. Highlights are as follows:
 - A dual network has been designed – one for library staff and one for the public
 - All network equipment has been upgraded to ensure stability
 - An APC-UPS battery back up was installed.

- The network has been mapped and documented.
- System security has been upgraded, and a password methodology set up.
- Software has been standardized
- System documentation has been created and will be maintained going forward
- Library IT processes and procedures have been standardized
- An action log has been created that is maintained through IT Committee meetings.
- The presentation included usage and anticipated growth in the wireless network and computer usage.
- Dave concluded with the committee's recommendations for the future.

Mike noted there were trust disbursements from the Trustee of the Trust Funds and donations received and asked for a motion to approve receipt. Candy made a motion to accept the donations and approve the disbursements as listed. Susan seconded the motion, and it passed unanimously.

Old Business

Committees – Reports

- Finance & Investments – Candy reported that the policy approved at the July 2014 Library Board of Trustee's meeting will have additional changes presented at the September meeting. She also reported there was a meeting on August 4, 2014 regarding potential investments due to the need to restructure the current investments. Potential investment firms will also be reviewed at that time.
- Facilities – On behalf of the committee Cindy indicated the Welfare volunteer did not show up as scheduled, but some work was done on the Library grounds during the town's annual clean up day.
- Development
 - a. Ice Cream Social – Linda noted there were approximately 75 people who attended the social, seemingly fewer than last year. Less ice cream was used. A brief discussion was had whether to continue with the social. It was agreed to put up a banner on the tent to market the event (in addition to the press in the Granite State News). It was also suggested to move the event back to June and try it one more year.
 - b. Summer Raffle – Cindy indicated there was an error in the letter, but it has already gone out.
- Human Resources – Linda reported that the following policies were distributed at the July 11, 2014 meeting and asked for a motion to approve the three simultaneously:
 - General Statement of Policy
 - Americans with Disabilities Act and Amendment
 - Family Medical Leave
 - Carol made a motion to approve the policies as written. Susan seconded the motion, and it passed unanimously.
- Building – Candy reported that Cindy and Mike met with the town's Budget Committee, and the meeting went very well. At the meeting Cindy and Mike shared the Trustees' plan to update the 2010 study and to renovate and put on an

addition the current structure. They also informed the Budget Committee of the need to address mechanical and structural issues with the building no matter who was in residence. The plan is to increase the building by approximately 5,000 square feet, and meet the town's needs for the next 20-25 years.

Other Old Business - None

New Business

Policy & Procedures Approval:

- Mission Statement: Cindy reported the Library's mission statement and samples of other libraries' mission statements had been distributed prior to the meeting. She feels it is time to review our statement and will be working with the staff to present something to the Trustees in the future.
- Collection Development Policy: There was a brief discussion about this policy and the associated documents. Candy made a motion not to adopt the Freedom to Read statement. Susan seconded the motion. There was further discussion at which time Candy withdrew her motion. The policy was tabled until the September meeting.

Other New Business – There was a brief discussion regarding a proposal made to the Library Board of Trustees regarding a property in town for future building projects.

Mike asked if there was any public input. Hearing none, Mike reminded Trustees of the next board meeting scheduled for Friday, September 12, 2014.

Non-Public Session – None

Linda made a motion to adjourn. Candy seconded the motion, and it passed unanimously. The meeting adjourned at 3:14 PM.

Respectfully submitted,

Linda Matchett
Secretary