

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library

October 3, 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; Selectmen's
Liaison: David Bowers

The meeting was called to order at 1:38 PM.

There was no need for alternate trustees.

Mike opened the meeting by asking if there was a need for a non-public session. Cindy replied that there was a need to discuss a personnel issue.

Mike asked if there were any corrections to the minutes of the September 12, 2014 meeting. Cindy indicated the following correction: “She would like to use the monies donated to the People's Account” should be changed to “She would like to use the donated monies from the People's Account.” Candy made a motion to accept the minutes as amended. Prue seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy indicated she had requested and received the 4th quarter appropriation from the town. It has not been deposited.
- Bob Woerheide will be back next week and will assist in making corrections to some line items within Quickbooks.
- Cindy indicated that the Workers' Compensation and Unemployment Compensation invoices have not been received from the town.
- Cindy reported there were some unexpected expenses such as the need for several new chairs in the public computer area.
- Prue made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy reported that the most noticeable statistic is book circulation – it is up by nearly 11%. In addition, the number of patron visits is up by 13.7%.
- Cindy distributed the activities newsletter.
- Cindy indicated that one of the staff has been called up for jury duty in November.
- Linda made a motion to accept the report. Candy seconded the motion, and it passed unanimously.

Public Input – there were no members of the public present.

Old Business:

Committees – Reports

- Finance & Investments – Candy reported the committee is in the midst of transferring the accounts from Fidelity to Edward Jones. The committee has a meeting scheduled with Bob Woerheide and Zach Tarter of Edward Jones on October 24.
- Facilities – Garden – Linda W. reported that garden clean up was done a couple of weeks ago, and it still looks good. Linda asked about the status of payment of the invoice for the shrub purchases. Cindy indicated she did not have the invoice and asked that it be resubmitted to her attention.
- Development
 - a. Summer Raffle – Prue reported that as of October 3, over \$2,300 in ticket purchases had been deposited. The drawing will be held at 1:00 PM on October 15.
- Human Resources – Linda reported that the committee's next meeting is on October 3, 2014 following the regularly scheduled Library Trustees' meeting. The committee will be reviewing three more policies at that time. Mike commented that the committee is on track with policy review.
- Building – Candy reported that schematics of the proposed changes to the library were distributed via email prior to the meeting. There was a brief discussion. Candy indicated the budget figures are very loose, and the project has gone to an estimator who will return an estimate to the committee. Candy made a motion that the Library Board of Trustees support the conceptual site plans of the library for the renovation scheduled for 2017. Prue seconded the motion, and it passed unanimously.

Technology Update: Cindy reported that the new sound and projection system have been installed. There are some “glitches” to them that are being addressed.

2015 Budget: Cindy reported that the presentation to the CIP committee was held on September 24, 2014 and the committee was very positive and supportive. She indicated the Town Manager was “relieved with the plans.” The budget will be presented to the Selectmen some time in the next few weeks.

Other Old Business - None

New Business

- Cindy reported the Lions' Club has requested the meeting room on November 26 from 10 AM to 12:00 noon and December 6 from 10 AM to 1:00 PM to stage the plants for pick up during their poinsettia fundraising sale. Candy made a motion to grant the request and waive the meeting room fee. Linda seconded the motion, and it passed unanimously.
- Overdue fine policy: In light of public comment in the September 2014 Library Trustees' meeting regarding the overdue fine policy, the Trustees' reviewed and discussed the current policy. After the discussion, Candy made a motion to re-affirm the existing fines policy. Mike seconded the motion, and it passed unanimously.

Other New Business – None

Mike made a motion to leave public session to enter non-public session. Prue seconded the motion. Mike took a roll-call vote:

Mike: Yes

Linda: Yes

Prue: Yes

Candy: Yes

Susan: Yes

Carol: Yes

The board entered non-public session at 2:23 PM.

The board re-entered public session at 2:38 PM.

Public Input: There were no members of the public present.

Mike reminded Trustees that the next meeting will be November 7, 2014 at 1:30 PM.

Linda M. made a motion to adjourn. Linda W. seconded the motion, and it passed unanimously. The meeting adjourned at 2:39 PM.

Respectfully submitted,

Linda Matchett