

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
November 7, 2014 Meeting Minutes

Present: Trustees – Michael Hodder, Linda Matchett; Alternate Trustees – Susan Raser, Carol A. Smith; Library Director – Cindy Scott; Selectmen's Liaison: David Bowers

The meeting was called to order at 1:34 PM.

Susan Raser was appointed a voting member.

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 October 3, 2014 meeting. Cindy indicated the minutes did not include the vote to seal the non-public minutes of the October 3, 2014 non-public session. It was determined that the motion to seal the minutes is made in the non-public session. Mike made a motion to accept the minutes as written. Susan seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy made the report in Candy's absence. Income and expenses are running close to budget.
- Cindy indicated the budgeted amount of the town appropriation needs to be corrected. She also reported there are items that need to be included in an invoice from the town Finance Director.
- Linda made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy distributed the report via email prior to the meeting. She highlighted the following items:
 - There is an issue with the exterior sensor building lights. They did not function on October 6th. An electrician has been called. The question was raised whether there was a danger to patrons. Cindy indicated there were other lights that could be turned on to provide sufficient lighting to patrons during operating hours.
 - Statistics for books and patron visits are up as compared to October 2013.
 - Cindy showed the board the new letterhead, envelope and business cards that include the new logo.
 - Cindy reported the town decided to close town offices on Friday, December 26, 2014 to give staff a four day weekend. There was a discussion as to what the library wanted to do with regard to operating hours. Since the library is already scheduled to be open on Saturday, December 27 it was decided to stick to the planned schedule of being closed on December 24 and 25, 2014 and being open on December 26 and 27.

- Mike asked to entertain a motion of thanks to the library for distributing the report prior to the meeting in order for the trustees to read and consider it ahead of time. Linda made the motion. Susan seconded the motion, and it passed unanimously.
- Mike asked to entertain a motion to congratulate the staff on the new collateral materials. Linda made the motion. Susan seconded the motion, and it passed unanimously.
- Mike made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

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

Old Business:

Committees – Reports

- Finance & Investments – Mike made the report in Candy's absence. There have been some issues with regard to transferring our investments to Edward Jones. Their legal department has gotten involved. Several conversations were had, and we are awaiting a reply from the local branch office. They were to have responded prior to the November 7 Trustees' meeting, and have not. It was decided to give them an additional week to respond, and if they do not to allow the Finance Committee to consider other options.
- Facilities – No committee member present – report tabled.
- Development
 - a. Summer Raffle – Cindy reported that there was approximately \$2,400 in gross receipts from the raffle.
- Human Resources – The proposed “Hiring of Relatives” policy was distributed prior to the meeting via email. Linda indicated the committee recommended that the full board approve the adoption of the policy. Mike made a motion for the policy to be adopted by the Wolfeboro Public Library. Susan seconded the motion, and it passed unanimously.
- Building
 - Cindy reported that the architect has contacted a NH-based estimator and a response is expected shortly. No future meetings of the committee have been scheduled. Mike suggested that a meeting of the committee be scheduled upon receipt of the estimator's report.

Technology Update:

- Cindy reported that the Technology Volunteer has left for the winter, and thanks to his hard work many tasks have been completed.
- The “hot spot” is up and running, but the library has been unable to collect statistics since October 31, 2014.
- The Trustee electronic folder has been set up on the internal server and is slowly being populated with documents such as policies, manuals, etc.
- Mike made a motion that the Board of Trustees express our appreciation to the Technology Volunteer for his hard work during this season. Susan seconded the motion, and it passed unanimously.

2015 Budget: Cindy reported she has resolved all the issues with the Library's budget report with the Finance Director. The Budget Overview document has been issued and Cindy will review it to ensure it is correct. She reminded Trustees the Library budget is scheduled for presentation at the Budget meeting on November 20 at 6:00 PM in the Medical Arts Conference room.

Other Old Business - None

New Business

- Cindy reported the library has been invited to participate in the Wolfeboro Cultural Collaboration. The group includes museums, the Governor Wentworth Arts Council and other local non-profits. Their goal for the first year is to create a brochure for the group. Joint publicity will be done and there will be events in the future.
- Special election of treasurer: Mike reported that Candy has resigned as Treasurer. After a brief discussion during which Mike volunteer to take the position. Linda made a motion to elect Mike as Treasurer. Susan seconded the motion, and it passed unanimously.
- Donations: Linda made a motion to accept donations in the amount of \$356.64. 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. Linda seconded the motion. Mike took a roll-call vote:

Mike: Yes

Linda: Yes

Susan: Yes

The board entered non-public session at 2:12 PM.

The board re-entered public session at 2:22 PM.

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

Mike reminded Trustees that the next meeting will be December 5, 2014 at 1:30 PM.

Linda made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 2:23 PM.

Respectfully submitted,

Linda Matchett
Secretary