

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
Minutes January 2, 2015 Meeting

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 1:32 PM. With all Trustees present, there was no need for voting alternates.

Mike asked if there were any corrections to the minutes of the December 5, 2014 meeting. The following corrections were made:

- Under Treasurer’s Report - “W” added after Linda to indicate Linda Wilburton made the motion to accept the report
- Under New Business - “W” added after Linda to indicate Linda Wilburton seconded the motion regarding legal council.
- Under New Business - “M” added after Linda to indicate Linda Matchett made the motion to accept donations
- “M” added after Linda to indicate Linda Matchett made the motion to adjourn the meeting.
- Prue made a motion to accept the minutes as corrected. Linda W. seconded the motion, and it passed unanimously.

Treasurer’s Report – Cindy indicated the report is not the end of year report despite being dated 1/1/2015. There are still outstanding income and expenses. Cindy reported that donations are higher than anticipated. The fines account is lower than anticipated for the first time ever. Linda M. made a motion to accept the report. Mike seconded the motion, and it passed unanimously.

Librarian’s Report

- Linda W. made a motion to accept the November 2014 Librarian's report that was distributed after the 12/5/14 meeting. Mike seconded the motion, and it passed unanimously.
- December report-Cindy reported that there have been fewer events, but that is typical for this time of year. She highlighted the article in the GSN about the library's technology. The recent power outages created technology problems that took several days to fix. Interviews for the open position have been conducted; Cindy is checking references.
- Linda M. made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Public Input: None

Old Business

Committees – Reports & Policy Review

- Finance & Investments – Regarding the process of working with Fidelity to move our investments back to them: Mike reported that he has received the package back from Fidelity indicating that information was missing. He will complete and return the forms.

- Facilities – There was an issue with the entrance lights (bad ballasts). An electrician was called and the fixtures have been replaced with LED lighting.
 - Development – No Report
 - Human Resources
 - Linda indicated that the revised Employment policy had been distributed to Trustees prior to the meeting. She reported that the HR Committee recommends that the WPL Board of Trustees adopt the policy. After a brief discussion, Candy made a motion to adopt the Employment Policy. Prue seconded the motion, and it passed unanimously.
 - Building Committee: Mike reported that the committee put together a timeline they wish the Trustees to approve. Prue made a motion that the WPL Trustees accept the time line presented by the building committee for the warrant to be presented at the March 2017 elections, and if passed to begin the building process in 2017-2018. Candy seconded the motion, and it passed unanimously.
 - 2015 Meeting Schedule: There were two schedule conflicts with the proposed Board of Trustees' 2015 meeting schedule.
 - Cindy reported that July 4 falls on a Saturday. Because the town offices are normally closed on Saturday, they will observe the holiday on Friday, July 3. There was discussion as to what dates should be observed by the library. Linda W. made a motion to close the library at 2:00 PM on Friday, July 3rd and to be closed on Saturday, July 4th. Mike seconded the motion, and it passed unanimously.
 - Linda M. made a motion to move the July Trustees' meeting to Friday, July 10. Prue seconded the motion, and it passed unanimously.
 - The town employee appreciation event is scheduled for Friday, September 4th. In light of that, Linda W. made a motion to move the September Trustees' meeting to Friday, September 11th. Prue seconded the motion, and it passed unanimously.
- Other Old Business: None

New Business

- Policies – Review and Approval
 - A Library Card for your Child: Information for Parents or Guardians: Linda M. made a motion to re-affirm this policy by the WPL Board of Trustees. Mike seconded the motion, and it passed unanimously.
- Genealogy and Reference Research Policy: Prue made a motion to accept the policy as amended. Linda W. seconded the motion, and it passed unanimously.
- Code of Conduct Policy: Linda M. made a motion to accept the policy as amended. Prue seconded the motion, and it passed unanimously.
- Director Evaluation: Mike indicated that a new form for use in evaluating the Library Director's performance was distributed prior to the meeting. There was a brief discussion during which time changes were suggested to the form. At the end of the discussion Linda M. made a motion to accept the new form as amended for use during the upcoming Library Director's performance evaluation. Mike seconded the motion, and it passed unanimously.
- Donations: Mike made a motion to accept donations in the amount of \$1,275.82. Linda M. seconded the motion, and it passed unanimously.

- Other New Business
 - Cindy indicated she would be taking a two week vacation during April.
 - Cindy indicated that library employee Joyce Davis made a concerted effort to use up her allowable leave time during the 2014 calendar year, however she will still have 30 hours of time as of December 31, 2014. Mike made a motion that Joyce Davis be allowed to carry over 30 hours of leave time for use in 2015 that is above the maximum allowable leave time. Prue seconded the motion, and it passed unanimously.

Non-Public Session: None

Public Input: None

Respectfully Submitted,
Linda Matchett