

BOARD OF TRUSTEES

February 6, 2015

Minutes

Present: Trustees – Prue Fitts, Mike Hodder, Linda Matchett, Linda Wilburton; Alternate Trustee – Carol A. Smith; Library Director – Cindy Scott

The meeting was called to order at 1:32 PM. Mike indicated there would be a need for a non-public session under RSA 91-A:3, II (a).

Carol was named as a voting alternate.

Mike asked if there were any changes to the minutes of the January 2, 2015 meeting. Hearing none, Prue made a motion to accept the minutes as written. Carol seconded the motion, and it passed unanimously.

Treasurer's Report:

- Mike reported that line 360 Custodial Expenses reflected a rate increase.
- Mike also reported that line items 560 and 562 have been front loaded for the year.
- Line item 1015 Huebner-Raddin Trust Fund was corrected from \$10,000 to \$10,070.
- Linda W. made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian's Report – Cindy distributed the report via email prior to the meeting. She highlighted the following areas:

- There is a library co-op meeting scheduled for Feb. 9th that may get cancelled due to weather.
- After years of decreasing circulation, non-fiction usage is increasing.
- The IRS is no longer providing tax forms to libraries or post offices, therefore the Wolfeboro Public Library is assisting people with printing forms from the IRS website as well as connecting them with organizations such as AARP through the Gilford Public Library.
- Museum passes were heavily used this past summer.
- The library closed on Tuesday, January 27th due to the blizzard. There was a brief discussion about the library's inclement weather policy. It was agreed this policy should be reviewed by the HR Committee.
- Snow blocked the oil fill, and Cindy called public works to clear it. In addition, there is snow on the roof that Public Works will remove next week.
- Linda M. made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Public Input: None. There were no members of the public present.

Old Business

Committees – Reports & Policy Review

- Finance & Investments – Mike reported that Fidelity has finished processing the paperwork, and we now have access to our accounts. He proposed a meeting of the Finance Committee on March 3, 4, or 5, 2015 for the purpose of reviewing the investments to see if they are appropriate, and if so to recommend them to the full board at the regularly scheduled March meeting.
- Facilities - None
- Development - None
- Human Resources: The following policies were reviewed:
 - Anti-Harassment Policy- Prue made a motion to adopt the policy as written. Mike seconded the motion, and it passed unanimously.
 - Drug Free Workplace Policy - “Underllying” was changed to “Underlying.” Linda W. made a motion to adopt the policy as amended. Mike seconded the motion, and it passed unanimously.
 - Bullying and Violence in the Workplace Policy – Linda M. made a motion to adopt the policy as written. Prue seconded the motion, and it passed unanimously.
- Building Committee: Mike reported the next meeting is scheduled for April 8, 2015 at 2:00 PM, however, it might be rescheduled.
- Annual Report Statistics: The Town report and the NH State Library Report were distributed to Trustees prior to the meeting. Linda M. moved to accept the reports. Mike seconded the motion, and it passed unanimously.
- Other Old Business: None

New Business

- Heubner/Raddin Fund Disposition – Mike reminded Trustees that the funds from this bequest are to be held separately. They are currently in the People's Bank account. There was a brief discussion about putting them in a CD or in a separate Fidelity account. Linda M. made a motion to approve the chair's suggestion that the Huebner-Raddin monies be put into a fourth Fidelity account and managed appropriately. Linda W. seconded the motion, and it passed unanimously.
- Bergeron Technical Services Proposal – Discussion & Approval
 - Trustees reviewed sample reports and the Bergeron proposal to the Library to do an Engineering Study of the Wolfeboro Public Library. Mike indicated that the firm's principal, Stuart Bergeron was interviewed by Cindy and Mike.
 - Mike suggested that getting an independent report on the condition of the building and the potential cost to repair would be helpful moving forward.
 - Linda M. made a motion to hire Bergeron Technical Services to conduct an engineering study of the library and to pay them from the People's Bank account an amount not to exceed \$13,000. Prue seconded the motion, and it passed unanimously.

- Donations – Linda M. made a motion to accept donations in the amount of \$270.20. Linda W. seconded the motion, and it passed unanimously.
- Other New Business: Mike reported an application has been received for the open Trustee position.

Non-Public Session: Prue made a motion to enter non-public session. Carol seconded the motion, and it passed unanimously. Non-public session was entered at 2:25 PM.

Public session was re-entered at 2:35 PM.

Public Input: None. There were no members of the public present.

Mike reminded Trustees of the next regular Board of Trustees meeting scheduled for March 6, 2015, 1:30 pm, at the Wolfeboro Public Library.

Prue made a motion to adjourn. Linda W. seconded the motion, and it passed unanimously.

The meeting adjourned at 2:38 PM.

Respectfully submitted,

Linda Matchett

Secretary