

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Present: Trustees -- Michael Hodder, Prue Fitts, Linda Wilberton; alternate Trustees -- Susan Raser, Carol Smith; Library Director -- Cindy Scott; Selectmen's liaison -- Dave Bowers; Wolfeboro Police Chief, Stuart Chase.

The meeting was called to order at 1:30 p.m. Susan Raser and Carol Smith were named voting alternates. Linda Matchett is away; Carol Smith agreed to take minutes.

Non public session began at 1:40 p.m., in consideration of Chief Chase's presence. Public session reconvened at 2 p.m.

Mike asked if there were corrections to the minutes of February 6, 2015. Minor changes re AARP tax counseling being done at the Gaffney Library in Ossipee; under "Other new business", it was clarified that 3 applications had been received for the 2 Trustees' positions, on the March 10 election ballot. Prue Fitts moved to accept the amended minutes, seconded by Susan Raser, and approved unanimously.

Treasurer's Report: WPL Statement of Assets and Liabilities and WPL 2015 Actual vs Budget reports had been sent electronically. Assets and Liabilities is accurate; formatting problems within Actual vs Budget has Insurance appearing in Payroll. It will be corrected. The reports were approved unanimously.

Librarian's report: Cindy noted that storms and cold weather caused usage fluctuations. Staff have been working on special projects and taking on line courses. Cindy completed a course on copyright in the digital age. Prue Fitts moved to accept the report, Linda W. seconded; the motion passed unanimously.

There were no members of the public present and, thus, no public input.

Old business -- Committee reports

Finance and Investments: a table from the Finance Committee of its recommendations for the reinvestment of trust funds had been distributed electronically. Invested funds were distributed among Fidelity domestic and some international funds. The Huebner-Raddin fund which is from a bequest was put into a separate Fidelity fund; interest will be used but the principle will remain intact. Motion to approve was made by Linda W, seconded by Prue, and passed unanimously.

Facilities: at weight capacity after heavy snow fall, the roof was shoveled on 2/11.

Development: Prue noted that plans for fundraising include these events.

1. The Books and Authors Luncheon, which also offers a raffle of gift baskets containing donations from local merchants. The "Made in NH" theme in 2013 was very popular. Discussion ensued about reusing the theme this year. A motion to do

so was made by Mike, seconded by Susan, and passed unanimously. Prue will try to get a list of items that had been donated previously.

2. The summer raffle was discussed; previously it has generated about \$2,000 for Friends of the Library. Tickets have been mailed in summer in the past. The process needs to be streamlined or a new fundraiser developed.

3. Book sales are held 4 times a year, with each generating about \$1,000. The summer ice cream social has been unyoked from a book sale; attendance has dwindled. [N.B. review comments about ice cream social from 8/1/14 meeting]. Further discussion included asking the Friends of the Library to generate other fundraising ideas. Mike asked the Development Committee also to consider suggestions and bring them to the next meeting.

Human Resources: policies for Personnel Files, Disciplinary Action and Termination; Time Reporting; Solicitations, Distributions and Posting of Materials; and Payment of Wages had been distributed electronically. The Board agreed to address them in bulk. Linda W. moved to adopt the 5 policies; Mike seconded the motion; it passed unanimously. Susan Raser noted that she is working on additional policies to be presented in the future.

Building: Cindy stated that an employee of Bergeron has completed a health and safety review of the building interior. To date, stormy weather has precluded access to the exterior, so the full evaluation has not been completed. The Building Committee meets on 4/5 at 2 p.m.

Other old business – none.

New business:

1. Date change for the June 5 Board meeting: date conflicts with the Books and Authors Luncheon. The meeting will be on the 2nd Friday in June – 6/12.

2. Cindy request guidance about filling a possible staff vacancy, when the details of the staff member's departure are not clear. Mike moved that Cindy be empowered to initiate the process of seeking applicants as needed [rather than delaying until approval at the subsequent Board meeting]. The motion passed unanimously.

3. TV camera test project: with the library's expansion, we will need capacity for remote surveillance of areas. This necessitates a trial run of our existing equipment. Item tabled for now.

4. NHLTA Spring Conference will be on Monday, May 18 at the Grappone Center in Concord. Cindy asked that we let her know if we are interested in attending.

5. Acceptance of donations totaling \$1,388.90: Susan moved and Linda W. seconded that we accept the donations. The motion passed unanimously.

Other new business – none. Public input – none. **Next meeting: Friday, April 3.** Meeting adjourned at 2:45 p.m.

Respectfully submitted,

Carol Smith