

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
Minutes April 3, 2015 Meeting

Present: Trustees – Prue Fitts, Michael Hodder, Linda Matchett, Linda Wilburton;
Alternate Trustees – Susan Raser, Carol A. Smith; Library Director – Cindy Scott; Selectmen's
Representative – David Bower

The meeting was called to order at 1:32 PM. Carol A. Smith was named voting alternate.

Election of Officers:

- Prue nominated Michael Hodder as Chairman. Linda M. seconded the motion, and it passed unanimously.
- Mike nominated Prue as Vice-chairman. Carol seconded the motion, and it passed unanimously.
- Mike nominated Linda M. as Secretary. Prue seconded the motion, and it passed unanimously.
- Mike nominated Candy as Treasurer. Linda W. seconded the motion, and it passed unanimously.

The list of committee members was reviewed. The results are as follows:

- Development: No change
- Facilities: Susan Raser joined.
- Finance: No change
- Ad hoc Investment Sub Committee: Mike suggested that the committee be disbanded because its assigned tasks have been completed. Linda M. made a motion to dissolve the Ad hoc Investment Sub committee. Linda W. seconded the motion, and it passed unanimously.
- HR: No change
- Building: No change
- Representatives to the Friends: No change

Mike asked if there were any corrections to the minutes of the March 6, 2015 meeting. The following correction was made: “Gafney Library” was corrected to “public library in Ossipee.”

- 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 library received the 2nd quarter appropriation from the town on April 2, 2015, but it is not reflected on the report. She reported that donations are slightly lower than anticipated, and electric and oil are higher than anticipated. There was a clerical error on line 676 but it has been corrected. Carol made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian’s Report

- Cindy reviewed the statistics, and noted that although the number of patrons is down, the number of references questions were up by 34% for the month as compared to last year.
- Cindy distributed the Trustee information sheet received from the NHLTA and asked Trustees to confirm the accuracy of their information for the directory. In addition, membership is now due.
- Cindy reminded Trustees to submit their donation for the Book and Author raffle basket.
- Cindy distributed the parks and rec summer brochure that includes an advertisement for the Library's summer programs.
- Linda M. made a motion to accept the report. Prue seconded the motion, and it passed unanimously.
- David Bower indicated there is a new selectmen, Luke Freudenberg. The selectmen voted to reduce the number of public input opportunities at public meetings to one.

Public Input: None

Old Business

Committees – Reports & Policy Review

- Finance & Investments – Mike distributed a report indicating the current status of the investment accounts with Fidelity. The accounts are all in order as of 03/31/15. The committee is working to get the separate Heubner-Raddin Fund set up. It requires a resolution to be made. As a result, Linda M. made a motion that Michael Hodder, a trustee member of this board, be authorized hereby to establish an account with Fidelity, Inc. to be known as the Heubner-Raddin Account and together with the Treasure of the Board of Trustees, Candace Thayer, to be authorized to manage the said account and its assets. Prue seconded the motion, and it passed unanimously.
- Facilities – Cindy reported the backflow preventer failed, and it has been repaired.
- Development – Linda W. reported that the Friends of the Library have voted to put off the mail raffle for a year and revisit it at a later date. They have also decided to suspend the summer ice cream social due to declining attendance.
- Human Resources: There is an HR committee meeting immediately following the April 3, 2015 Trustees' meeting.
- Building Committee:
 - The field work is nearly complete. The asbestos, mold and air quality tests remain to be done.
 - The committee met on April 2nd to brainstorm where to go next. The staff committee will create a one page case for the building. It will incorporate the Bergeron study. The report should be ready to present to the Trustees' at the June Trustees' meeting.
- Audit: Update – Cindy reported the library was one of the first town departments to be audited. Because the library converted from a cash to accrual system in 2014, the auditors had many questions. The questions were answer satisfactorily.
- Library Assistant Position: The position was filled internally.
- NHLTA Spring Conference: Cindy reminded Trustees the deadline was approaching to register for the conference. In addition, she noted there was an orientation workshop in Concord on April 22.

- Tech plan review – The plan was distributed to Trustees prior to the meeting. There was a brief discussion regarding the plan.
Other Old Business: None

New Business

- Donations: Linda W. made a motion to accept donations in the amount of \$918.34. Linda M. seconded the motion, and it passed unanimously.
- Other New Business
 - Cindy announced that minutes of committee meetings must also be sent to Pat Waterman, Town Clerk.
 - Cindy reminded Trustees she will be on vacation from April 4-20, 2015.
 - After a brief discussion about public input, Linda M. made a motion to remove the second public input segment from Trustee meetings. Mike seconded the motion. Vote: 4 in favor, 1 against. Motion passed.
 - There was a brief discussion regarding payment of overdue material fines by Trustees.
 - Linda W. reported the Friends of the Library membership fee has been raised. Mike suggested that Linda W. invite the Friends to attend a future Trustee meeting.

Public Input: None

Non-Public Session: None

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

The meeting adjourned at 2:30 PM.

Respectfully Submitted,
Linda Matchett
Secretary