

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library Minutes May 1, 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 1:30 PM. Susan Raser was named voting alternate.

Mike asked if there were any corrections to the minutes of the April 3, 2015 meeting. The following correction was made: “ed” was added to the end of the word “answer” in the following sentence under Audit Update – The questions were answer satisfactorily.

- Prue made a motion to accept the minutes as corrected. Susan seconded the motion, and it passed unanimously.

David Bower announced that Jeb Bradley will be in attendance at the May 6 Selectmen's meeting. All Trustees are encouraged to attend.

Treasurer's Report:

- Cindy indicated that actual vs. budget expenditures do not give an accurate picture of our current finances. Jeff Urqhart is out of the office for six weeks, and we haven't received some of the bills he normally forwards to us. He will catch up after he returns. Cindy reported that some expenses are further ahead than desired, but not alarmingly so.
- Mike reported on the investment balances as of May 1, 2015.
- Linda M. made a motion to accept the report. Mike seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy indicated that the list of board committees was distributed via email prior to the meeting. Trustees are to contact Cindy with any corrections.
- She also distributed the Trustees' contact list for review. Once all corrections have been submitted, Cindy will update the document and distribute it via email.
- A thank you note was received from Rolling Thunder, the organization that receives WPL unsaleable items and works on behalf of veterans.
- A thank you note was also received from the Wolfeboro Farmer's Market for the use of the Library Parking Lot. A \$50 donation was included in the note.
- Book and eBook circulation are up by 2% and 13% respectively. All other statistics are down.
- Luke Freudenberg, the new Selectmen, met with Cindy and was given a tour of the facility.
- Linda W. made a motion to accept the report. Prue 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 – Fidelity has finished setting up the Huebner-Raddin account. Mike is awaiting receipt of the checkbook.
- Facilities – None
- Development: The donation items for the Trustee's Book and Author raffle basket are nearly collected. It was decided to use a Library Tote Bag as the “basket.”
- Human Resources: The following policies were discussed and voted upon:
 - Outside Employment Policy: Mike made a motion to adopt the policy as written. Linda W. seconded the motion, and it passed unanimously.
 - Smoke-Free Workplace Policy: Prue made a motion to adopt the policy as written. Susan seconded the motion, and it passed unanimously.
 - Use of Social Media by Employees: Under the section entitled “Post only appropriate and respectful content,” the words “When using personal social media” was added before “Express only your own opinions.” Linda M. made a motion to adopt the policy as amended. Mike seconded the motion, and it passed unanimously.
- Building Committee: This report was moved to later in the meeting.
- Library Assistant Position Update:
 - One of the 15-hour per week employees was promoted to fill the 25-hour per week vacancy. An advertisement has been placed in the newspaper to recruit for the newly vacated 15-hour per week position.
 - There was a discussion regarding the need to give Cindy hiring authority outside the regularly scheduled trustee meetings. For example, if an employee were to submit their resignation a few days after the Trustees' meeting, Cindy would have to wait nearly a month to get Trustee's approval to fill the position. This would cause a hardship. Linda made a motion to authorize the Chairman to give approval to the Library Director to fill a vacant existing position. Linda W. seconded the motion, and it passed unanimously.
- Trustee Orientation Workshop-Susan attended this event and reported that it was very informative.
- Building Committee Report:
 - Bergeron Study
 - Mike indicated that Bergeron has completed their assessment of the mechanical, structural, and electrical systems of the Library and have issued their report. Trustees are asked to read it in full and be prepared to discuss and vote on the report at the June meeting.
 - Mike read an excerpt from the report that stated the library is a good building that with renovations and repairs will serve the community for an extended period into the future.
 - The building committee has accepted the report and will be meeting with Sean Bergeron on May 6, 2015.
 - Case Statement: Cindy distributed copies of the Case Statement developed by the building committee to assist the Foundation in its development efforts. After a brief discussion, Linda M. made a motion to adopt the statement. Mike seconded the motion, and it passed unanimously.

Other Old Business: None

New Business

- HR Issue-Discuss Benefit Policy
 - Linda reported that an employee who has recently left the employ of the library has not been paid for her accrued, unused leave time hours. Linda indicated that the town's personnel policy does not allow for the payment of unused leave time upon termination, however the library's policy states that employees will be paid upon termination of employment for all accrued, unused leave time. There was a brief discussion after which Mike made a motion to compensate the departing employee per the Wolfeboro Public Library policy of the employee's accrued, unused leave time. Prue seconded the motion, and it passed unanimously.
 - Cindy indicated that she would work with the Finance Director in the absence of the Payroll and Benefits Specialist to remedy the situation.
- Other New Business: None

Non-Public Session: None

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

The meeting adjourned at 2:32 PM.

Respectfully Submitted,
Linda Matchett
Secretary