

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library

Minutes June 12, 2015 Meeting

Present: Trustees – Michael Hodder, Linda Matchett, Candy Thayer, Linda Wilburton;
Library Director – Cindy Scott; Selectmen's Representative – David Bower

The meeting was called to order at 1:35 PM.

Mike asked if there were any corrections to the minutes of the May 1, 2015 meeting. Hearing none, Candy made a motion to accept the minutes as written. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy reported it is now time to request the 3rd quarter appropriation. She also indicated donations are slightly under budget, but this is not unusual for this time of year.
- Cindy also reported that most of the line items are on target. A question was raised regarding the amount in Worker's Compensation. Cindy will speak with Pete Chamberlin and get back to the Trustees.
- Linda M. made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy distributed the written report via email prior to the meeting.
- She highlighted the summer reading program and associated materials. Mike made a motion to express the Board's thanks and appreciation to all who were involved in creating the materials. Linda W. seconded the motion, and it passed unanimously.
- There was a brief discussion regarding statistics. Cindy indicated they are on target. She also commented that May has historically been the quietest month of the year.
- Linda M. made a motion to accept the report. Candy seconded the motion, and it passed unanimously.

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

Old Business

Committees

- Finance & Investments – The next meeting is scheduled for June 16, 2015 at 2:00 PM. Agenda items include setting up the process for using the interest and dividends per the specifics of each fund. Mike reported that he is still awaiting deposit slips from Fidelity in order to fund the account that has been set up to receive the Heubner-Raddin monies.
- Garden – Linda W. reported that a lot of work has been done to spruce up the gardens surrounding the library. She requested money from Friends of the Library to purchase annuals, and she was granted the request immediately.
- Facilities – There was a brief discussion about the outside landscaping and the difficulty in getting work done. There was also a discussion about the need to create low maintenance landscaping around the new building.

- Development: No report.
- Human Resources: There is a meeting immediately following the June 12th Board of Trustees meeting.
- Building Committee: A draft timeline for the new building project was distributed. The purpose is to ensure understanding of needs between the library and the foundation. Mike encouraged Trustees to provide suggestions for the document. Mike reported that the Bergeron Report has not been officially accepted by the Trustees. After a brief discussion Candy made a motion to accept the Building Committee's acceptance of the Bergeron working document. Linda M. seconded the motion, and it passed unanimously.

Friends of the Library Update – Cindy reported that the Book and Author luncheon was highly successful. \$1,123 was made from the raffle. This is the largest amount for raffle earnings since the event's inception. The Friends annual meeting is scheduled for June 18. The topic will be Cyber Security. The new slate of officers will be voted in at this meeting, after which Cindy will meet with the new president.

Library Trustee Seminar: There was a brief discussion regarding logistics of attending this seminar.

NHLTA Spring Conference Report: Candy reported that as anticipated, this conference was well worth attending. She attended several workshops including “Building a Library of the Future” where she received many energy saving tips. She also received a copy of the Aspen report.

Alternate Trustees – Update – To date three people have applied for three positions. June 17, 2015 is the closing date.

Mission Statement – Cindy distributed a draft mission statement for consideration. After a brief discussion Candy made a motion to accept the statement as written. Linda W. seconded the motion, and it passed unanimously.

Other Old Business:

- Update on the 15 hour a week position: The candidate who accepted the offer changed her mind and took another job. A verbal offer was made to another candidate. The offer has been accepted with the caveat that paperwork is successfully completed.

New Business

- Capital Reserve Fund – Cindy reminded the Trustees that the Library has a Capital Reserve fund with a balance of \$21,226. There was a brief discussion.
- Space Needs Planning – After a brief discussion, Mike made a motion to give Cindy authority to open discussions with any agency who has potential space available to cover space needs during library construction. Linda M. seconded the motion, and it passed unanimously.
- Trustee Meeting Day and Time – There a brief discussion about changing the Library Board of Trustee's meeting day and time. The item was tabled until the July 2015 meeting.
- Donations – Linda M. made a motion to accept donations in the amount of \$1,244.72.

Mike seconded the motion, and it passed unanimously.

- Other New Business:
 - There was a brief discussion regarding the current library card policy. The item was tabled until the July 2015 meeting.

Non-Public Session: None

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

The meeting adjourned at 3:00 PM.

Respectfully Submitted,
Linda Matchett
Secretary