

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
Minutes July 10, 2015

Present: Trustees: Michael Hodder, Linda Matchett; Alternate Trustee: Carol A. Smith,
Library Director: Cindy Scott; Selectmen's Representative: David Bower

The meeting was called to order at 1:35 PM. Carol was appointed a voting member.

Mike asked if there were any changes or corrections to the minutes of the June 12, 2015 meeting. Cindy updated the Trustees regarding outstanding items in the minutes: The third quarter appropriation check was received by the Library on July 10, 2015. In addition, she indicated that the Workers' Compensation amounts will be separated from the town and included on the July invoice. Hearing no corrections or amendments, Linda made a motion to accept the minutes as written. Mike seconded the motion, and it passed unanimously.

Treasurer's Report:

- Mike reported that line item 1050 did not reflect the movement of the \$10,000 principal from the Heubner-Raddin account into the Fidelity account as we are awaiting confirmation of the deposit. The interest will be deposited into the appropriate account and reflected on next month's reports.
- Cindy indicated that line item 676 seems low, but that many of the online subscriptions renew near year-end.
- Carol made a motion to accept the report as presented. Linda seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the July/August newsletter and highlighted several events. She reported that approximately 275 people attended the Toe Jam event at Cate Park.
- The Library is now offering a new service of downloadable periodicals. This is available as part of the consortium with the State Library.
- Cindy reported that wireless usage outpaced wired usage last month and indicated this is not unusual for the summer months. There was a brief discussion regarding bandwidth.
- Cindy reported on various statistics, and Mike asked for a compilation of additional statistics encompassing January – October in order to review trends.

Public Input: None. No members of the public were present.

Old Business:

- Committee Reports
 - Finance and Investment: Mike reported that the deposit slips for the Heubner-Raddin Fidelity have finally been received. He noted we are awaiting acknowledgment of the \$10,000 deposit.
 - Facilities: No report
 - Development: No report

- Human Resources: Linda indicated that the Employment Policy needed to be updated to include the additional procedure approved at the June 12, 2015 meeting. Carol made a motion to accept the amended policy. Linda seconded the motion, and it passed unanimously.
- Building: Mike reported that Candy was temporarily absent and would be back soon. There was a brief discussion regarding the need to get approval from the Selectmen for naming opportunities in the new library. Linda made a motion that the Board of Trustees authorize the Library Director and Trustees' Chair to discuss naming opportunities with the Board of Selectmen in the event of a significant donation. Carol seconded the motion, and it passed unanimously. The committee's next meeting will be in August.
- Friends of the Library: Update –Three thousand dollars was made on the Book and Author Luncheon. One thousand one hundred dollars was made on the raffle, and \$950 on the book sale.
- Alternate Trustees: Mike reported that he and Cindy interviewed two candidates for the open positions and feel they would make good additions to the Board. Linda made a motion that the Board of Trustees present the three candidates (including incumbent Susan Raser) for the three open alternate Trustee positions to the Board of Selectmen for appointment. Mike seconded the motion, and it passed unanimously.
- Trustee Meeting Day and Time: There was a brief discussion after which the board decided to table a decision until the September 2015 meeting.
- Library Trustee Seminar: Mike reported that four trustees and the Library Director attended the Terry Knowles seminar in Concord, and that as usual it was an excellent, informative event.
- Library Card Policy: Cindy presented statistics regarding current number of library card holders. There was a brief discussion, during which Mike asked Cindy for some additional analysis. Mike made a motion to adopt the policy as presented. Carol seconded the motion, and it passed unanimously.

New Business

- Bergeron Hazardous Materials Invoice: Mike indicated that the invoice is higher than anticipated due to some miscommunication. After a brief discussion, Carol made a motion to pay the invoice in full. Mike seconded the motion, and it passed unanimously.
- 2015 Capital Budget – Cindy indicated the CIP has been updated to include additional details, and some lower amounts. Linda made a motion to adopt the CIP and present it to the CIP committee. Mike seconded the motion, and it passed unanimously.
- Building Committee Timeline: Said timeline was distributed via email prior to the meeting. There was a brief discussion after which Linda made a motion to accept and approve the timeline as presented. Mike seconded the motion, and it passed unanimously.
- Meeting Date Change to September 4, 2015. The September Board of Trustees' meeting had been changed to September 11 in anticipation of the Town Employee Picnic being held on the 4th. However, the Town event is scheduled for September 11. Linda made a motion to move the Board of Trustees' meeting back to September 4, 2015. Mike seconded the motion, and it passed unanimously.
- Donations:

- Carol made a motion to accept the Peter Ferber Framed Art Print called ‘Tarry Awhile.’ Mike seconded the motion, and it passed unanimously.
- Linda made a motion to accept donations in the amount of \$1,440.25. Carol seconded the motion, and it passed unanimously.

Having no other business to conduct, Linda made a motion to adjourn. Carol seconded the motion, and it passed unanimously. The meeting adjourned at 2:28 PM.

Respectfully submitted,
Linda Matchett
Secretary