

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
Minutes August 7, 2015

Present: Trustees: Michael Hodder, Candy Thayer, Linda Wilburton, Prudence Fitts;
Alternate Trustees: Susan Raser, Pat McLaughlin, Bob Cain; Library Director: Cindy Scott.

The meeting was called to order at 1:33 PM. Susan was appointed a voting member.

Mike introduced the new alternate trustees. Cindy described the existing committees and asked the new alternates to consider on which committees they would be willing to serve. Mike provided new alternates with information about available resources and e-mail usage.

Mike asked if there were any changes or corrections to the minutes of the July 10, 2015 meeting. Hearing no corrections or amendments, Candy made a motion to accept the minutes as written. Linda seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy stated we are $\frac{3}{4}$ through the year. The report was reviewed and discussed.
- Mike reported the movement of \$10,000 principal from the Heubner-Raddin account into a Fidelity account had occurred.
- Prue 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.
- Cindy reported on various statistics including internet use up 38% with 2/3 usage being wireless. DVD circulation is down likely due to patrons using personal streaming accounts.
- Cindy read several comments received from patrons. Most positive, one complained of excessive noise in the library. The board discussed the value of comments received and directed the library director to begin soliciting comments.
- Candy made a motion to accept the report as presented. Prue seconded the motion, and it passed unanimously.

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

Old Business:

- Committee Reports
 - Finance and Investment: Mike reported that the deposit for the Heubner-Raddin Fidelity account had been acknowledged. Committee is now self-functioning.
 - Facilities: Cindy reported water heater had an electrical issue that was repaired.
 - Development: Prue asked if the committee could assist the Library Foundation in fund-raising, Candy accepted. Prue asked if the trustees could all receive copy of the Foundation's campaign for expanded library and Candy agreed.
 - Human Resources: No report.

- Building: Candy reported that the committee met with the architect on August 6, 2015. The committee directed that artist's renderings be created. Candy shared the Library Foundation's materials announcing their "Campaign for an Expanded Library". Candy stated the revised plans and drawings would be provided to the CIP committee on August 24, 2015.
- 2016 Operating Budget
 - Cindy advised that instructions from town were zero increase in the operating side of the budget, consistent with recent years of tighter budgets.
 - Cindy's draft budget for 2016 was \$2800 over 2015 for technology improvements. Cindy asked for guidance as to whether to leave it in the budget or remove it from the budget and take that amount from the donations account (Cindy recommended the latter).
 - Mike made a motion to remove \$2800 from the technology improvement line item in the proposed budget, and increase the donation amount to \$3,000, resulting in a zero increase in the 2016 library operational budget submission to the town. Linda seconded the motion, and it passed unanimously.

New Business

- Cindy presented a proposed records' retention policy that was reviewed and discussed. Minor admin changes were suggested and Cindy will revise and convert into a final policy to be approved by the board at another meeting.
- Candy provided additional updates on the Library Foundation and their goal to raise ½ of the cost of the library expansion (approx. \$2.5 million).
- Donations:
 - Prue made a motion to accept the New Hampshire Humanities Council Grant for \$250. Mike seconded the motion, and it passed unanimously.
 - Linda made a motion to accept donations in the amount of \$82.31. Mike seconded the motion, and it passed unanimously.
- Other new business
 - Cindy provided a link to materials from prior New Hampshire Library Trustees' Association conferences. www.nhlta.org/nhlta/resources.asp
 - The September meeting will be held on September 4, 2015 in the library break room due to a scheduling conflict in the meeting room.

Having no other business to conduct, Prue made a motion to adjourn. Linda seconded the motion, and it passed unanimously. The meeting adjourned at 2:35 PM.

Respectfully submitted,
 Susan Raser
 Alternate Trustee