

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library
Minutes September 4, 2015

Present: Trustees: Prudence Fitts, Michael Hodder, Linda Matchett, Candy Thayer, Linda Wilburton; Alternate Trustees: Susan Raser, Pat McLaughlin, Bob Cain; Library Director: Cindy Scott; Selectmen's Liaison: David Bower

The meeting was called to order at 1:32 PM.

Mike introduced the new alternate trustees for those trustees who were absent at the previous meeting.

Mike asked if there was any need for a non-public session. It was determined there was not a need for a non-public session.

Mike asked if there were any changes or corrections to the minutes of the August 7, 2015 meeting. The correction was made as follows: “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.” Prue made a motion to accept the minutes as amended. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy stated we are on target for income and expenses. Cindy indicated spending has begun from the Fines account. She indicated that four staff members will be attending the NELA conference in October. Expense for this activity come from the Professional Development line.
- Linda M. made a motion to accept the report as presented. Prue seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the September newsletter and highlighted several events.
- Cindy indicated that both adult and children's book circulation is up. There has been a decrease in DVD circulation. Downloadable book circulation is up 47%.
- Mike asked Cindy to create a report to capture circulation information by month from January to September, and to present the report at the October meeting. Due to the early date of the October meeting, Cindy indicated it might be difficult to have the September statistics available.
- Candy made a motion to accept the report as presented. Prue seconded the motion, and it passed unanimously.

Public Input: No members of the public were present.

David Bowers reported that the dedication of the Town Hall is tentatively set for October 7 or 8, 2015.

Old Business:

- Committee Reports
 - Finance and Investment: No report
 - Facilities: No report
 - Development: Cindy reported that a furnished dollhouse and two dolls have been received for auction. Cindy will be meeting with the Friends to determine if they will coordinate the raffle/auction. The proceeds are to be used for the Children's room.
 - Human Resources: A meeting of the committee will be scheduled in the near future.
 - Building: Candy reported that the committee is moving along. Artist renderings were distributed for viewing. The Committee went before the CIP, and the meeting went well.
- Library Foundation: Mike reported that the Foundation is in the process of expanding the committee. Board members are asked to make any suggestions for potential members to Candy.
- 2016 Capital Budget Report: As indicated under the building committee's report, the meeting with the CIP went well. It was well attended, and the CIP seemed positive toward the Library's presentation. Candy reported there were corrections to be made to the minutes. Mike indicated that any corrections should be passed to Rob Houseman.
- 2016 Operating Budget
 - The proposed budget was presented and included the changes discussed at the August 7, 2015 Trustee's meeting.
 - There was a brief discussion after which Prue made a motion to adopt the 2016 budget as presented and amended by Cindy, and to present it to the town for consideration. Mike seconded the motion, and it passed unanimously.
- Other old business: None

New Business

- Building Project Funding issues: There was a brief discussion about the pledge process for the building project.
- Holiday Schedule: There was a discussion about early closings and shutdowns for the library during Thanksgiving, Christmas and New Year's eve. Linda M. made a motion to close the library at 4:00 PM on November 25, Thanksgiving Eve; 4:00 PM on December 31, New Year's Eve, and to close for the day on December 24, 25, 26 and 27. Prue seconded the motion, and it passed unanimously.
- Donations: Linda M. made a motion to accept donations in the amount of \$68.28. Prue seconded the motion, and it passed unanimously.
- Other new business
 - Cindy proposed that a naming convention be followed when sending meeting agendas and minutes via email. It was agreed to include the name of the group meeting, the date of the meeting and whether the document is an agenda or minutes. Example: Wolfeboro Public Library Trustees, Minutes 09-04-15

- o There was a brief discussion regarding how corrected minutes are handled. Cindy will speak with Pat Waterman to get clarification on procedures for corrected minutes.
- o Mike distributed Building Fund Pledge forms to the trustees.

Having no other business to conduct, Linda M. made a motion to adjourn. Linda W. seconded the motion, and it passed unanimously. The meeting adjourned at 2:22 PM.

Respectfully submitted,
Linda Matchett
Secretary