

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library
Minutes October 2, 2015 Meeting

Present: Trustees – Michael Hodder, Linda Matchett, Linda Wilburton; Alternate Trustees: Bob Cain, Pat McLaughlin, Susan Raser; Library Director – Cindy Scott; Selectmen's Representative – David Bower

The meeting was called to order at 1:31 PM.

Pat and Susan were named voting alternate trustees.

Mike asked if there were any corrections to the minutes of the September 4, 2015 meeting. Hearing none, Linda W. made a motion to accept the minutes as written. Susan seconded the motion, and it passed unanimously.

Treasurer's Report:

- Mike gave the report in Candy's absence.
- Cindy indicated that the payroll information is through August and that because of the relocation of employees back to Town Hall the September bills are late. In addition, two phone bills are missing. The situation will be resolved after the move.
- There was a brief discussion regarding some of the line items.
- Linda M. made a motion to accept the report. Pat seconded the motion, and it passed unanimously.

Librarian's Report

- Cindy distributed the written report via email prior to the meeting.
- She highlighted the newsletter and the many program opportunities for the upcoming month. She indicated there were several leaks (some in new areas) during the most recent rain storm. Unfortunately, there was a record number of leaks.
- Cindy reported the decrease in circulation statistics is a result of fewer movies and audio books being checked out. Book circulation is up. She commented that many factors impact circulation statistics. An example of this is when there are fewer children's events, there are fewer children's books being checked out.
- Linda M. made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

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

Old Business

Committees

- Finance & Investments – No report.
- Facilities – No report.
- Development: No report.
- Human Resources: There is a meeting immediately following the October 2 Board of Trustees meeting.

- Building Committee: Mike distributed information regarding naming opportunities within the new library. Following discussion the following motions were made:
 - Pat made a motion to raise the donation amount for the local history room from \$75,000 to \$100,000. Mike seconded the motion, and it passed unanimously.
 - Mike made a motion to change the donation amount for the young adult area from \$15,000 to \$25,000. Linda W. seconded the motion, and it passed unanimously.
- Foundation: There is a meeting scheduled for the week of October 5. The collateral materials have been completed, and the committee is looking into the possibility of using a fundraising consultant.

Friends of the Library: Cindy reported that the Friends donated \$1,050 for the 2016 Around the World program. This is almost the entire cost of the program. In addition, they agreed to sponsor the dollhouse raffle from which the proceeds would benefit the children's area. There was also discussion regarding the type of help they could provide to support the new library.

Record Retention policy: The policy was distributed prior to the meeting. After a brief discussion, Mike made a motion to adopt the policy as written. Susan seconded the motion, and it passed unanimously.

2016 Budget update: Cindy reported she met with the Town Manager to discuss the budget. She indicated that it will move forward to the selectmen with no changes.

Other Old Business: Cindy reported that she spoke to Town Clerk Pat Waterman about the process for correcting meeting minutes. There are no changes to the procedure currently used. Secretary will forward them to Cindy who will send them to the appropriate parties.

New Business

- Administrative Assistant Vacancy: Cindy reported that twenty-one resumes were received in response to the advertisement. She has reviewed them and will select who to interview next week.
- Donations – Linda M. made a motion to accept donations in the amount of \$354.74. Linda W. seconded the motion, and it passed unanimously.
- Other New Business:
 - The library has received a request from the Curling Association to borrow one metal meeting room chair during the season. Pat a motion to grant the request with the caveat that the chair be returned upon completion of need. Susan seconded the motion, and it passed unanimously.
 - Selectmen David Bower suggested that an oral history project be considered. After a brief discussion Mike made a motion for the trustees to thank Selectman David Bower's for his suggestion of an oral history project and a possible future donation with an eye to incorporate the suggestion into the local history room once the library building project has been completed. Pat seconded the motion, and it passed unanimously.

Non-Public Session: None

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

The meeting adjourned at 2:43 PM.

Respectfully Submitted,
Linda Matchett
Secretary