

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
Minutes November 6, 2015

Present: Trustees: Michael Hodder, Prudence Fitts; Alternate Trustees: Susan Raser, Bob Cain; Library Director: Cindy Scott.

Mike called the meeting to order at 1:31 PM. Susan and Bob were appointed as voting members.

Mike asked if there were any changes or corrections to the minutes of the October 2, 2105 meeting. Hearing no corrections or amendments, Susan made a motion to accept the minutes as written. Bob seconded the motion, and it passed unanimously.

Treasurer's Report:

- Reviewed and discussed treasurer's report.
- Prue made a motion to accept the report as presented. Susan seconded the motion, and it passed unanimously.

Librarian's Report:

- Received approval from Huggins Hospital to use their spaces during expansion of library.
- The Granite State News has been digitized from the late 1800's editions through 2014.
- The roof leaked less in October than September, however the leaks cannot be repaired and the roof is becoming spongier according to public works personnel who were on the roof for maintenance. This has been reported to the Town Manager.
- Bob 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 suggested that we have Bob Voerheide review our investments to see where we are at the present. All agreed and Mike will contact Bob V.
 - Facilities: No report.
 - Development: No report
 - Human Resources: No report.
 - Building: Cindy asked to revise the previously approved naming opportunities for the expanded library.
 - Add Conference Room for \$100,000
 - Take out the word small under multi-purpose room
 - Prue motioned to accept the revised naming opportunities. Bob seconded the motion and it passed unanimously.
- Library Foundation Update
 - The Foundation has hired CCS to create a roadmap on how to proceed with the library expansion. CCS is currently conducting interviews as part of the process.

- Friends of the Library Report
 - Currently selling raffle tickets for dollhouse that was donated.
 - Book sales have been successful
- 2016 Operating Budget – Update and Review
 - Library budget goes before the selectmen on November 19, 2015 at 6:00pm.
 - Cindy pointed out an error in the proposed budget that she has asked previously to be corrected. It states we have 7 part-time employees but there are only 6.
 - Since last meeting, 2.5% was added to salary/wages and benefits for the 2016 budget.
 - Mike motioned to adopt the proposed 2016 budget as presented today with the changes to salary/wages and benefits. Prue seconded the motion and it passed unanimously.
 - Cindy will contact the budget committee representatives assigned to the library to see if they can meet to discuss before the November 19th meeting.

New Business

- Cindy introduced the new administrative assistant and reported the turnover has gone well and she is doing a good job.
- The revised Information Technology and Equipment Use Policy was reviewed and discussed.
 - Bob motioned to adopt the policy. Prue seconded the motion and it passed unanimously.
- Reviewed and discussed a request by the Wolfeboro 9/11 Memorial Committee to use the multi-purpose room on September 11, 2016 for a memorial service. The service is normally held at the Wright Museum but the museum is unable to accommodate the service next year because it falls on a Sunday.
 - Mike motioned to allow the use of the multi-purpose room on Sunday, Sept. 11, 2016 from 12:00-3:00pm for one time use to commemorate the victims of 9/11 and to waive the customary fee (\$25). Prue seconded the motion and it passed unanimously.
- Donations:
 - Susan made a motion to accept the two donations totally \$120.51. Prue seconded the motion, and it passed unanimously.
- Other New Business - none

Having no other business to conduct, Prue made a motion to adjourn. Bob seconded the motion, and it passed unanimously. The meeting adjourned at 2:26 PM.

Respectfully submitted,
 Susan Raser
 Alternate Trustee