

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library Minutes

January 8, 2016

Present: Trustees – Mike Hodder, Candace Thayer; Alternate Trustees – Pat McLaughlin, Bob Cain; Library Director – Cindy Scott

The meeting was called to order. There is no need for a non-public session. Bob and Pat will be the voting alternates. There is a quorum.

Corrections to the **minutes** of the December 4th meeting

- Page 2:
 - Two hundred “books” were sold
 - “Technology Plan” is “2015 Technology Plan Update”
 - Mike made a motion to accept the “updated” plan

Bob moved and Pat seconded that the minutes be approved. The motion carried. The **Treasurer’s Report** was presented. Pat moved and Mike seconded that the report be approved.

Cindy gave the **Librarian’s Report**. Work is continuing on the year end reports and annual report for the Town Annual Report. Wi-Fi and Reference statistics were up. A detailed statistical report and analysis will be presented at the February Board meeting.

Old Business:

Committee Reports:

- Finance – A comprehensive review of the Trust Fund investments will be conducted in March 2016
- Building – The Building Committee will meet on January 15th, 2016 at 1:30

The final review and hearing of the Budget Committee will be Tuesday, January 12th, 7:00 pm at the Library.

Mike discussed changing the date of the LBoT meetings to the last Monday of the month at 6:30 pm. It is felt that the afternoon time slot locks out individuals who are still working and/or have children living at home. The Board would like to attract more diverse participants and their perspectives. Mike moved and Bob seconded that this item be moved to the February agenda for further discussion.

New Business:

Cindy submitted a **status report on her 2015 goals and objectives**. Major goals included:

- Continue to improve technological access
- Evaluate and organize library contents for future building project
- Administrative files and special collections – improve access and update

- Interesting and educational programming for children and adults
- Support Library Foundation's fundraising efforts
- Coordinate four special book sales with the Friends

Mike asked about valuable items which have been donated to the library. Cindy runs the older materials through different data bases to determine their value. Pat asked about volunteer opportunities. Cindy said that much of the work involved professional knowledge such as cataloging and subject headings, but there were other instances such as the latest donations from David Bowers that initially required a handwritten inventory that would be appropriate for volunteers. Mike asked about insuring items deemed to be valuable. They are not individually insured, but are separated from the main collection and locked. When it comes time to move the library, everything will have been inventoried through the library management system.

The **2016 Technology Plan** was discussed. Cindy, Susan Fuller and volunteer David Shea (often by telephone) meet frequently. Highlights of the 2016 plan include a pilot project to digitize the Wolfeboro postcards and adding adaptive technologies for the hearing and visually impaired. "Bayring", a fiber optic cable system newly in use by the Town and Huggins Hospital, is a possibility for increasing band width.

The **library piano**, a Yamaha donated to the library in 1979, was loaned to a Baptist Church for a five year term. Questions raised are (1) Do we want it back? (2) Do we want to extend the loan period? It is too big for our current meeting room space. It was suggested that we see if the Town Hall would like it for the Great Hall.

Bob moved and Pat seconded that we accept **donations** totaling \$480.52

The **Library Foundation** recently commissioned a report from professional fund raising firm **CCS**. When the warrant article is written for the library building project, the article will state the cost of the project "to be offset by \$_____ of pledges in hand". Mike has been told that the offset number should be around \$2m for the warrant article to pass. The CCS report questioned whether there was enough time in 2016 for the Foundation to raise enough for the March 2017 warrant article, but felt that the Foundation would be able to meet its' goals if they had additional time and "hustled".

There is a chronology that goes into warrant articles. For a 2017 article, the following are the benchmark dates:

- CIP and Planning Board – Summer (Jul/Aug) 2016
- Board of Selectmen and Budget Committee Hearings and Voting- Oct-Dec 2016
- Board of Selectmen typically votes on warrant articles in Nov 2016
- Board of Selectmen writes warrant articles – Dec 2016
- Warrant articles can be amended from the floor during Deliberative Session Feb 2017. Additional monies the Foundation has raised can be added at this time for the printed/official warrant, but the yea or nay votes of the BOS and Budget Committee on the article remain unchanged.
- Vote Mar 2017

Mike has spoken with a number of Town Officials. We had always been told that 2017 was our best time period for going before the electorate. It now appears that a number of the 2018 roadblocks have been lessened or removed and that 2018 would also be a good time for the library building project and would give the Foundation the additional time they need to obtain the \$2m plus worth of pledges and to engage in a successful “get out the vote” campaign. Bob moved and Pat seconded the building project warrant article be postponed until 2018. The motion carried.

Another plus coming out of this lengthened process is that in October 2017, a Building Team will be formed consisting of the Town Manager, Director of Public Works Dave Ford, Town Planner Rob Houseman, Codes Enforcement Officer Corey Rider, Library Director Cindy Scott, LBoT Chair Mike Hodder, representatives of the LBoT Building Committee, Townspeople, an architect and a construction management firm (to be chosen). The “design/build” process will be employed. Mike will write and send out the RFPs to construction management teams in April 2016. This Building Team will bring much professional expertise to the library building project.

Pat moved and Bob seconded that the meeting be adjourned.

Respectfully submitted,

Candace Thayer