

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES
Wolfeboro Public Library
Minutes February 5, 2016

Present: Trustees: Prue Fitts, Linda Matchett, Linda Wilburton; Alternate Trustee: Bob Cain, Pat McLaughlin, Library Director: Cindy Scott; Selectmen's Representative: David Bower

The meeting was called to order at 1:30 PM. Bob and Pat were appointed voting members.

Prue asked if there were any changes or corrections to the minutes of the January 8, 2016 meeting. Hearing no corrections or amendments, Linda M. made a motion to accept the minutes as written. Pat seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy indicated the information from the town was not received in time to include it in the report. She reported that the trust fund distribution will take place by late March or early April.
- Cindy reported that line item 560 Dues and Fees is high because many memberships are signed up for during January. The amount spent on periodicals seems unusual, therefore Cindy will investigate this line item.
- Linda W. made a motion to accept the report as presented. Linda M seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy reported that no major building issues occurred during January.
- Almost all statistics are up compared to January 2015.
- Cindy highlighted the upcoming toddler drive-in movie event. She anticipates a good turn-out.
- The annual report for the Town has been completed, and Cindy is now working on the State Library report.
- Cindy attended a department manager's meeting where she was informed that the master plan will be updated during 2016. She also reported that a PT custodian has been hired for Town Hall.
- Pat made a motion to accept the report. Prue seconded the report, and it passed unanimously.

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

Old Business:

- Committee Reports
 - Finance and Investment: A fund reallocation plan was presented for approval by the committee. After a brief discussion, Pat made a motion to approve the reallocation plan as recommended by the Finance and Investment committee. Linda W. seconded the motion, and it passed unanimously.
 - Facilities: No report
 - Development: No report

- Human Resources: Linda reported that the committee meeting originally scheduled for February 5 was cancelled and will be rescheduled. Linda and Cindy have a meeting scheduled for February 9.
- Building Committee: There is a joint meeting of the Building Committee and the Trustees on February 19 to hear a presentation by David Ford. In addition, the committee has recommended that the trustees eliminate the naming opportunities for the library project. Linda M. made a motion to approve the recommendation of the Building Committee to eliminate naming opportunities. Prue seconded the motion, and it passed unanimously.

Library Foundation Update: The Foundation has begun to issue letters to possible contributors. Two members of the Foundation have been invited to join the Building Committee.

Trustee Meeting Day and Time: This item was tabled until the March meeting.

Library Piano: There was a brief discussion about whether the Library wanted the piano returned upon completion of the building project. Linda M. was asked if First Baptist Church would be interested in keeping the piano. She indicated that the church most likely would be interested in purchasing the piano from the library if such an opportunity presented itself. The Piano agreement between the Library and First Baptist Church was reviewed, and the agreement will continue until further notice.

Other New Business: None

New Business

- Librarian's Goals and Objectives: The objectives were distributed prior to the meeting. Cindy highlighted the technology projects and preparing the library for a potential move.
- Director Evaluation: Mike will email each member and alternate with a suggested procedure on or about February 10 for presentation in a non-public session at the March Trustees' meeting.
- Donations:
 - Linda M made a motion to accept donations in the amount of \$39.66. Prue seconded the motion, and it passed unanimously.
- Other New Business: Cindy reported that the Town has changed their mileage reimbursement amount in response to the 2016 IRS guidelines. Linda M. made a motion to change the library's mileage reimbursement amount from \$0.56 per mile to \$0.54 per mile per IRS guidelines. Prue seconded the motion, and it passed unanimously.

Non-public Session: None

Having no other business to conduct, Pat made a motion to adjourn. Linda M. seconded the motion, and it passed unanimously. The meeting adjourned at 2:30 PM.

Respectfully submitted,
Linda Matchett
Secretary