

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES  
Wolfeboro Public Library  
Minutes April 1, 2016

Present: Trustee: Michael Hodder; Alternate Trustees: Susan Raser and Bob Cain; Library Director: Cindy Scott.

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

Mike stated that at last January and March board meetings there were only two elected trustees present. At February's meeting there were only three. At today's meeting in April, only one elected trustee is present. During the years to come the board of trustees will be called upon to make decisions of significant importance. The library's multi-year building program cannot be completed without the active, participatory support of the full board of trustees.

Election of Officers:

- Linda Matchett was nominated for secretary by Mike. Motion by Susan to approve, seconded by Bob, and passed unanimously.
- Mike Hodder was nominated for chairman by Susan who motioned for approval, seconded by Bob, and it passed unanimously.
- Vice-chair position will remain unfilled until a candidate is nominated.
- Mike Hodder was nominated for treasurer, pro tem by Susan who then motioned for approval, seconded by Bob, and it passed unanimously.

Mike asked if there were any changes or corrections to the minutes of the March 4, 2016 meeting. Cindy asked to change the minutes to reflect that the Librarian's Report stated the auditors will be at town offices on March 21 (rather than library). Also, under Old Business, Committee Reports, Building Committee report should be changed to reflect Summer of 2016 vice Fall of 2016. Mike made a motion to accept the minutes with stated corrections. Bob seconded the motion, and it passed unanimously.

Treasurer's Report:

- Susan made a motion to accept the report as presented. Bob seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the April newsletter and highlighted several events including the Spring tea and the technology workshop. She also provided a schedule of free events for National Library Week (April 10-16, 2016).
- Cindy reported that daily downloads of electronic materials at libraries within New Hampshire during January have increased. In 2013, 1432 downloads occurred; in 2014, 1868 downloads; in 2015, 2098 downloads; and 2016, 2500 downloads.
- Cindy read a comment received from an out-of-town patron who stated our library is "vibrant and that ours doesn't move like this one".

- Cindy reported that Virginia Burke, a long-time friend of the library had died and her obituary requested donations in her honor be made to the library.
- Cindy reported the inside of the library had been rearranged with the assistance of Public Works.
- Mike made a motion to accept the report as presented. Bob seconded the motion, and it passed unanimously.

#### Old Business:

- Committee Reports
  - Finance and Investment: Nothing significant to report
  - Facilities: Nothing significant to report
  - Human Resources (HR): Linda Matchett met with Cindy to discuss revisions of job descriptions. Another meeting is planned, with results of that meeting to be presented to the HR committee, then to the full board. Cindy also stated a seven-year plan has been developed to address increases in staffing requirements resulting from the renovations to the library.
  - Building: Cindy reported the Request of Qualifications (RFQ) for the renovation and additions to the library was approved and went out on March 14, 2016. Committee has not met recently.
- Library Foundation: Cindy has been giving tours to foundation members and discussing pledging.
- RFQ Update: The RFQ has resulted in numerous calls received, 26 potential bidders attended the pre-bid conference. Proposals are due on April 18 with a resulting decision on May 14. We have also received emails from specialty firms for potential sub-contracting.

#### New Business:

- Mike proposed establishing a new planning team sub-committee of the building committee comprised of Candy Thayer, Mike Hodder, Cindy Scott, Joyce Davis, Dave Ford, and Rob Houseman. Susan made a motion to create the planning team sub-committee and to appoint those named. Bob seconded the motion and it passed unanimously.
- B&A Luncheon Raffle Basket: Prior to meeting, Prue provided Cindy with a suggestion that the LBOT create an “international” themed basket for the raffle. Discussion ensued and it was agreed that trustees would provide travel-related items for the basket. Mike will provide a travel book, Susan will provide a travel pillow and passport case. Other trustees should advise Prue as soon as possible what they will be contributing.
- Donations and grants: Susan motioned, seconded by Bob that the library accept donations and grants totaling \$919.80. The motion was unanimously approved.
- There was no additional new business.

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

Having no other business to conduct, Susan made a motion to adjourn. Mike seconded the motion, and it passed unanimously. The meeting adjourned at 2:02 PM.

Respectfully submitted,

Susan Raser  
Alternate Trustee