

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES  
Wolfeboro Public Library  
Minutes May 6, 2016

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

The meeting was called to order at 1:35 PM.

Election of officers:

Mike nominated Prue Fitts as Vice-chair. Candy seconded the motion, and it passed unanimously. Mike nominated Candy Thayer as Treasurer. Linda M. seconded the motion, and it passed unanimously.

Mike asked if there were any changes or corrections to the minutes of the April 1, 2016 meeting. Cindy suggested changing "vice" to "vs." in the paragraph regarding the approval of the previous minutes. Linda W. made a motion to accept the minutes as amended. Mike seconded the motion, and it passed unanimously.

Treasurer's Report:

- There was a discussion regarding the interest earned on the Library's Trust funds and the allowable amounts to withdraw each year.
- Candy reported that Line 675 Audio Visuals are ahead of budget. Programs are also ahead of budget but should finish the year in line with planned expenditures.
- Mike asked about several line items that were under budget such as "Donations." Cindy replied that there seem to be fewer random donations being made. Discussion was had about ways to increase income such as a donation jar at programs and a large piggy bank on the circulation desk. No motions were made.
- Linda M. made a motion to accept the report as presented. Mike seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy reported that with the exception of non-books all statistics were up. April had 652 participants in programs – an all-time high. Cindy also distributed the monthly newsletter and read letters from patrons.
- Cindy distributed the committee and contact lists for trustees to update.
- Candy made a motion to accept the report. Linda M. seconded the report, and it passed unanimously.

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

Old Business:

- Committee Reports
  - Finance and Investment: No report
  - Facilities: No report

- Development: No report
- Human Resources: Linda reported that a committee meeting was held, but there was no quorum. She presented a proposed org chart for when the library changes/building is completed. She then met with Cindy to discuss/revise the current position descriptions. Cindy has reviewed the updated descriptions and made suggested changes. Linda will incorporate the changes and get final approval from Cindy before scheduling an HR committee meeting. Once the descriptions are approved by the full board, salary surveying will be conducted. Estimated completion of the project is the end of August.
- Building Committee: Candy reported that twenty-seven firms attended the meeting and ten teams have submitted responses to the RFQ. The committee met on May 4, 2016 and reviewed the proposals. Four were selected and interviews will be conducted on May 13, 2016. Candy indicated the committee has received great help from the town – specifically Dave Ford and Rob Houseman. The next committee meeting is scheduled for May 18, 2016.

Library Foundation Update: The Foundation is getting organized with the campaign cabinet who will set up the other required committees. The Foundation is attempting to get as accurate a price as possible. The roof must be replaced. The roof is the first order of business for the selected firm. An engineering study must be done on the soil to determine its load bearing capacity. Water table information will also be collected. Mike is submitting a voluntary lot merge application.

Friends of the Library update: FOL has secured a third author, Barbara Delinsky, for the Book and Author Luncheon. They also approved \$5,000 for technology updates. The raffle baskets are completed and on display.

Trustees of Trust Fund Cy Pres Petition – Update: Mike explained that the fund was set up many years ago by the town. Small disbursements are made annually. As a result the fund has grown to nearly \$200,000. The Trustees of the Trust funds petitioned the State of NH AG to make one time large distributions to the beneficiaries and increase the annual amounts so that all accrued interest is paid out. If approved, the library will receive a one-time \$20,000 donation. In order to receive the monies the LBoT Chair must sign the Consent to Amended Petition form. Candy made a motion to authorize the chair to sign the “Consent to Amended Petition.” Linda M. seconded the motion, and it passed unanimously.

Other Old Business: None

#### New Business

- June Board meeting discussion: The Book and Author luncheon takes place on June 3, 2016, the regularly scheduled trustee meeting. The trustees decided to move their meeting to June 10, 2016.
- Trustee Workshops: Cindy announced the various workshops and conferences available to trustees.
- Capital Reserve Fund Discussion: Mike gave a brief description of the current situation with regard to the public and private funds held by the Trustees of the Trust Funds. Mike

will suggest to the Trustees of the Trust Funds that the Selectmen be named the agents to expend both funds.

- Donations:
  - Linda W. made a motion to accept donations in the amount of \$703.39. Linda M. seconded the motion, and it passed unanimously.
- Other new business: Cindy asked for assistance in writing publicity articles for the newspaper. Bob Cain volunteered.

Having no other business to conduct, 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