

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES  
Wolfeboro Public Library  
Minutes June 10, 2016

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

Mike called the meeting to order at 1:30 PM. Susan and Bob were appointed as voting members.

Mike asked if there were any changes or corrections to the minutes of the May 6, 2016 or May 20, 2016 meetings. Hearing no corrections or amendments, Susan made a motion to accept the minutes as written. Linda seconded the motion, and it passed unanimously.

Treasurer's Report:

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

Librarian's Report:

- Cindy reported the list of items in the renovation of the library had been revised and was provided to the Foundation. She will forward the revised version to the LBoT
- Statistics were excellent for May and library use has increased, especially internet use
- Three letters of appreciation were received for the library, one on the delivery of books to shut-ins, one reported feeling safe using the library internet, and the last appreciated the newly created separate section for new movies. We have also received positive comments about the new layout of furniture and displays
- Linda made a motion to accept the report as presented. Susan seconded the motion, and it passed unanimously.

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

Old Business:

- Committee Reports
  - Finance and Investment: Nothing to report
  - Facilities: No report.
  - Development: No report
  - Human Resources: No report. Committee scheduled to meet July 8, 2016
  - Building: Mike provided a handout (attached) concerning the Building Committee. Upon review of by-laws, it was determined that the Building Committee is not defined in the current by-laws. Upon a motion by Susan, seconded by Linda and unanimously approved, the LBoT adopted and endorses the work conducted to date by the Building Committee towards a solution to the library's space needs. The LBoT authorizes the Building Committee to oversee and direct the continuing site and structural studies necessary to the expansion/renovation project and to direct the conceptual and architectural design work necessary to the establish a guaranteed maximum price for the completion

of the project. All decisions of a substantive nature arising from these tasks will first be referred to the LBoT for discussion and specific approval. Further responsibilities assigned by the LBoT to the Building Committee may be made as the trustees see necessary. Discussion ensued concerning the responsibilities for the Building Committee and a Working Subcommittee. Those responsibilities will be defined in the revision of the by-laws later this year.

- Library Foundation Update
  - The Foundation invited the LBoT to attend their next meeting on June 14, 2016. Linda motioned to approve their request, seconded by Mike and unanimously approved.
  - The Foundation will be provided with email addresses for the LBoT per their request for sharing information
- Friends of the Library Report
  - The kiosks for the children's room that will hold iPad's have been ordered
  - The author luncheon was very successful
  - A book sale will commence at the end of the month (separate from the on-going sale)
- RFQ Update
  - Negotiating with one firm. Received 1<sup>st</sup> contract and that has been sent back with changes. Presented some questions, some provided by Dave Ford. In process and moving forward
- Trustees of the Trust Fund Cate Fund Cy Pres Update
  - Approved by the court, check not yet received. Appeal period ends June 25, 2016. Will likely apply funds to phase 1 of the renovation
- Capital Reserve Fund Discussion
  - Tabled until further notice
- Library Lot Merger Update
  - Mike petitioned planning board to combine the two lots owned by the library and the request was approved
- Board of Selectmen Update
  - On May 18, 2016, Mike updated BoS on the renovation of library. They were very pleased to receive report and additional updates will occur when appropriate

#### New Business

- Naming Rights
  - The Foundation has asked the LBoT to reconsider naming opportunities for the renovated library
  - Discussed and recommended that LBoT discuss at meeting with Foundation on June 14, 2016 to hear their opinions
- Acceptance of Donations and Grants
  - Susan motioned to accept \$1,674.29 in donations and grants. Seconded by Mike and approved unanimously
- Other New Business – Foundation Request
  - The Foundation asked whether an exemption from the library's policy of no alcoholic beverages would be possible in order to possibly hold a chamber social

at the library in July. The LBoT discussed the request and alternative venues were suggested but it was agreed unanimously that alcohol should not be served while the library is open due to the presence of children.

The next meeting will be held on July 8, 2016 although it will be moved from the multi-purpose room due to a scheduling conflict. Location to be determined.

Having no other business to conduct, Mike made a motion to adjourn. Linda seconded the motion, and it passed unanimously. The meeting adjourned at 2:39 PM.

Respectfully submitted,  
Susan Raser  
Alternate Trustee