

Wolfeboro Public Library
Board of Trustees Meeting
September 2, 2016
Minutes

Present: Trustees: Prue Fitts, Linda Matchett, Candy Thayer, Linda Wilburton;
Library Director: Cindy Scott; Selectmen's Liaison: David Bowers

The meeting was called to order at 1:36 PM.

Minutes of Previous Meetings:

- Prue asked if there were any corrections to the minutes of the August 5, 2016 meeting. Cindy indicated that it was Jill and not Cindy who made the call to follow up about receiving the 3rd quarter payment from the town. Linda W. made a motion to accept the minutes as amended. Candy seconded the motion, and it passed unanimously.

Treasurer's Report. Cindy gave the report and indicated there are not line items above or below expectation. Ninety-one percent of the book budget has been used with approximately \$1,600 left to spend. Fine monies are also available to use for materials purchases. She reported that Keith Garrett has taken an outside job, so our computer expenses will increase as a result because he often performed services on a pro bono basis. Linda M. made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Librarian's Report: Cindy indicated the printed report would follow at some point. She reported the backflow preventer failed and was repaired. She distributed the newsletter and highlighted some of the events. She announced the state had sent one copy of the printed manual with the explanation that trustees could make hard copies as needed. To save costs, the state recommends using the online manual. Cindy shared several patron comments. Linda M. made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Public Input: There were no members of the public present.

Old Business:

Committee Reports:

- Human Resources: A committee meeting will be held immediately following the regular BoT meeting on September 2, 2016 to discuss salary ranges.
- Building: The committee is meeting with the architect on a weekly basis. A floor plan has been settled on, and the library will not have to relocate during construction. Candy explained the proposed changes. She reported that an acoustical engineer is involved in the planning. An open house roll out is

scheduled for Saturday, October 15 from 9:30 AM – 4:00 PM. The Foundation and FOL will each have a table. Tours will be conducted and the architect will be on hand to answer questions.

CIP update: Cindy reported that the project was presented to the CIP committee who asked lot of questions, and show lots of support. On the application form, the project is listed as “necessary.” One committee member said, “This project is not necessary, it is urgent. Please change your application accordingly.”

Foundation Update: The committee is meeting every other week and has held two cocktail part events to attract lead donors. Another event is schedule shortly at the home of Trustee Candy Thayer.

Friends of the Library: Cindy reported the FOL are supportive of the roll-out event and will be giving financial assistance. The book sale was successful with sales of over \$1,000. An article appeared in the Granite State News about the Crayola kiosk that FOL donated.

2017 Budget: Cindy indicated the town expects budgets to be held to a 0% increase. The wish list was discussed. It is due on 9/2/16. Linda M. made a motion for Cindy to adjust the budget as discussed to meet the 0% increase as required. Prue seconded the motion, and it passed unanimously.

Other Old Business: None

New Business:

- Trustee position opening: Cindy confirmed that Trustee/Chair Mike Hodder has tendered his resignation effective immediately. Because of low attendance at the meeting, appointment of new officers was tabled. Vice-chair Prue Fitts will act as Chair-Pro Tem. Candy will act as Treasurer-Pro Tem.

Other New Business:

- Cindy reminded trustees of the going away event for Town Planner, Rob Houseman scheduled for September 6, 2016 from 4:00 – 6:00 PM.
- There was a brief discussion about distribution of library keys to the town offices.

Non-Public Session: None

The next meeting will be held October 7, 2016 at 1:30 PM.

Linda W. made a motion to adjourn. Linda M. seconded the motion, and it passed unanimously. The meeting adjourned at 2:32 PM.

Respectfully submitted,
Linda Matchett
Secretary