

Wolfeboro Public Library  
Board of Trustees  
Minutes  
October 7, 2106 Meeting

Present: Trustees: Prue Fitts, Linda Matchett; Alternate Trustees: Pat McLaughlin, Jane Newcomb; Library Director: Cindy Scott

The meeting was called to order at 1:37 PM.

Pat and Jane were appointed voting alternates.

Prue asked if there were any corrections to the minutes of the September 2, 2016 meeting. Hearing none, Jane made a motion to accept the minutes as written. Pat seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy indicated the 4<sup>th</sup> Quarter allocation has been received, but needs to be checked to ensure the amount is correct.
- Linda asked what the amount was in line 6999, and Cindy indicated it was the reporting of the architectural fees. Cindy also reported that the amount in line 4030 is larger than anticipated because it includes the one time Cate Fund distribution to the library.
- Linda made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy indicated the written report will be distributed at a later time. Preparations for the Open House are continuing. Joyce has done a significant amount of work on the materials. The 2017 programming is being scheduled.

Public Input:

- Jim Rouillard suggested the Trustees consider changing "Columbus Day" to "Indigenous Persons Day." There was a brief discussion to explain the history of why "Columbus Day" is so named. The Trustees thanked Jim for his comments.

Old Business

- Prue indicated that a resignation letter was received from Mike Hodder, and a letter from the trustees of thanks and appreciation for his service has been sent to Mike.
- Committees:
  - HR – Linda presented the recommendation from the committee that the Trustees increase the current salary range maximums. There was a discussion about the salary project recently completed by the Town. If the Town makes changes to their system, the WPL will consider the ramifications for the library at that time. Linda made a motion that the Trustees accept the new salary range maximums as proposed by the committee. Jane seconded the motion, and it passed unanimously.

- Building Committee – The committee completed the majority of Phase I at the end of September. The request was sent to the CIP committee. Costs were slightly higher than anticipated.
- Library Foundation:
  - The foundation continues to search and apply for grants.
  - Another cocktail party was held to present information to potential donors.
  - New materials are in preparation, and the foundation is also preparing for the open house.
- Friends of the Library: The FOL released a report about their membership numbers. Their membership is down slightly from last year. The book sale was very successful with over \$2,300 in sales.
- 2017 Budget: Cindy reported the library was the first budget presented to the Selectmen and seemed to go well. There were not many questions. Our wish list item has been added to the items to be revisited toward the end of the budgeting process. The presentation to the Budget committee will be some time in November.
- CIP Submittal update: - Discussed during the Building committee report.
- Rollout Committee: Cindy reported that preparations continue for the Open House. People have been trained to conduct the tours.
- Other Old Business: None

#### New Business:

- Library Card Policy:
  - A brief discussion was had regarding the issuance of free cards to students and staff of the GWRSD. Linda made a motion to change the policy to read “No charge shall be made to students eligible to attend the K-12 schools in the Governor Wentworth Regional School District in the towns of Brookfield, Effingham, Middleton, New Durham, Ossipee, Tuftonboro, and Wolfeboro” and “All employees of GWRSD K-12 schools located the towns of Brookfield, Effingham, Middleton, New Durham, Ossipee, Tuftonboro, and Wolfeboro are eligible for non-resident GWRSD cards at no charge.” Jane seconded the motion, and it passed unanimously.
- Meeting Use Fee: NHPTV will be doing a segment on the town of Wolfeboro and have asked to use the meeting room. Linda made a motion to suspend the meeting use fee for the two uses by NHPTV in their preparation of the “Our Town” segment. Prue seconded the motion, and it passed unanimously.
- Craft Program Fees: There was a brief discussion as to whether or not the library should charge material fees for craft programs. No motion was made.
- Donations: Linda made a motion to accept the bicycles, Kiosk and \$523.23 in donations. Jane seconded the motion, and it passed unanimously.
- Other New Business:
  - Cindy reported the library has lost tracking capabilities for wi-fi usage.
  - Cindy reported she was contacted by the National Able Network about hiring a library aide. The Network trains and offers opportunities for older Americans and pays the salary of the individual. Cindy has completed the paperwork, and the individual will start soon.

- Publicity items: There was a brief discussion about obtaining marketing items such as shirts, pins, mugs, pens or other items in an effort to provide visibility to the library project. No motion was made.

Non-public session: None

Linda made a motion to adjourn. Prue seconded the motion, and it passed unanimously. The meeting adjourned at 3:02 PM.

Respectfully submitted,

Linda Matchett  
Secretary