

Wolfeboro Public Library
Board of Trustees
Minutes
November 4, 2016 Meeting

Present: Trustees: Prue Fitts, Linda Matchett, Susan Raser, Candy Thayer, Linda Wilburton; Alternate Trustees: Pat McLaughlin, Jane Newcomb; Library Director: Cindy Scott

The meeting was called to order at 1:30 PM.

Prue asked if there were any corrections to the minutes of the October 7, 2016 meeting. Cindy indicated a type-o in the meeting date: 2106 was changed to 2016. Susan made a motion to accept the minutes as amended. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy reported that everything has been paid and reconciled to date. She also indicated the percentages of expected income and expenses are where they should be for the year.
- Candy reported that Bob Woerheide is working with the Finance committee to determine the correct amounts to be withdrawn from the Materials Trust Fund and the Endowment Trust Fund.
- There is a discrepancy in the amount of Insurance to be paid between the Town's records and the Library's records. This item is being worked on to be resolved.
- The EPSCO bill is over \$2,000 which is over budget, but online subscriptions are under budget, therefore this budget line is still within budget.
- Linda M. made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed a copy of "Library by Design" that was issued by Library Journal. She also distributed the latest WPL newsletter.
- She reported there were issues with the roof that are being looked at.
- Reference questions are up and have included several very interesting topics.
- Linda W. made a motion to accept the report. Prue seconded the motion, and it passed unanimously.

Public Input:

- None. There were no members of the public present.

Old Business

- Committees:
 - HR – No report. Cindy indicated that the town has released their salary survey and the new position descriptions. Linda will review the information and call an HR committee meeting as appropriate.
 - Building Committee – There was a special meeting held on October 20 at which time new pricing was determined for naming opportunities.

- Finance Committee:
 - The committee met on October 20 and discussed the Fidelity accounts. George Vanderheiden has been contacted to look at the investments and recommend a course of action. The committee also discussed whether an Assistant Treasurer should be elected. No motion was made.
- Library Foundation:
 - The Foundation has created a brochure committee that is working on the new materials. They also met with a bank, and the discussion went well. The website is still being worked on and should be live soon. Fund raising has accelerated to take advantage of individuals who wish to make a donation before the end of the year.
- Friends of the Library: Cindy reported that there was a discussion about incorporating the Friends' programming with that of the library.
- 2017 Budget: Cindy indicated that she attended the "revisit meeting" of the budget committee with good results as they have accepted our proposed budget.
- Open House – Update: The event was well attended and the feedback was very positive. The two sessions that involved the architect's presentation were attended by a combined total of nearly 100 people.
- Trustee meetings – date and time: Prue commented that there have been several discussions in the past about changing the meeting date and time in order to make them more accessible to working individuals. After a brief discussion, it was decided to change the January and February meetings on a trial basis.
 - From January 6 at 1:30 PM to January 30 at 5:00 PM
 - From February 3 at 1:30 PM to February 27 at 5:00 PM
- Other Old Business: None

New Business:

- Library Card Policy:
 - There was a brief discussion about Brewster Academy students and WPL library cards. Linda M. made a motion that BA students should be issued WPL cards at no charge. Susan seconded the motion, and it passed unanimously.
- Naming Opportunities: Linda M. made a motion to accept the naming opportunities as presented by the Building Committee. Susan seconded the motion, and it passed unanimously.
- Holiday schedule: Cindy reported that the town will be closed December 23-26. Candy made a motion to close the library from December 23 through December 26. Prue seconded the motion, and it passed unanimously.
- Donations: Linda made a motion to accept donations in the amount of \$4,288.84. Linda W. seconded the motion, and it passed unanimously.
- Other New Business:
 - Cindy reported that she granted a request to the Curling Association to borrow one of the meeting room chairs. She also granted a request by the Lions Club to use the meeting room for poinsettia distribution.
 - Meetings:
 - Budget Committee: 11/30/16 at 6:30 PM
 - Final Budget review: 12/13/16 at 6:30 PM

- Public Hearing: 01/10/17 at 7:00 PM

Non-public session: None

Linda W. made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 2:55 PM.

Respectfully submitted,

Linda Matchett
Secretary