

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES  
Wolfeboro Public Library  
Minutes December 2, 2016

Present: Trustees: Prue Fitts and Susan Raser; Alternate Trustees: Pat McLaughlin and Jane Newcomb; Library Director: Cindy Scott.

Prue called the meeting to order at 1:35 PM. Pat and Jane were appointed as voting members.

The minutes of the September 16, 2016 special meeting were approved following a motion by Jane, seconded by Prue, and passed unanimously.

Corrections to the minutes of the November 4, 2016 were submitted as follows: In the treasurer's report, the EPSCO bill is over \$2,000 which is over budget, but total overall expenditures in the 600 series is under budget for the year. Under old business, the 2017 budget, Cindy indicated that she attended the "revisit meeting" of the board of selectmen (rather than the budget committee). Pat motioned to approve the minutes with corrections and the motion was seconded by Jane and passed unanimously.

**Treasurer's Report:**

- Reviewed and discussed treasurer's report
  - We are on target for most line items, nothing unusual to be alarmed about.
  - Unemployment/Workers' Compensation costs have not been reimbursed by the town. Similarly, the insurance issue has not yet been resolved.
  - Cindy confirmed that periodicals expenditures fluctuate yearly and it is difficult to set an accurate budget amount. The periodical selections are reviewed each year.
- Susan made a motion to accept the report as presented. Jane seconded the motion, and it passed unanimously.

**Librarian's Report:**

- Cindy provided a verbal report and a written report will follow at a later date.
  - The library experienced an internet problem for four days over Thanksgiving weekend. BayRing Communications, our internet service provider inadvertently gave our internet protocol address to another organization resulting in the wired and wireless internet going down. Due to the holiday, the issue was not resolved immediately. Public internet was down for four days, although the kiosk internet worked and the staff internet was working providing a temporary work-around on the 2 days the library was open.
- Photos of the damaged roof were sent to the trustees. Dave Ford, Public Works Director, has asked a roofer to inspect to determine if it can be repaired and he believes he has sufficient funding to make repairs.
- Matt Sullivan has been named the new town planner and has begun work. A new code enforcement officer has been selected.
- Police Chief Stuart Chase is retiring and a reception will be held on December 9, 2016 from 3:00-5:00 PM in the Great Hall with a presentation at 4:00.

- A deliberative session will be held on February 7, 2017 and the town will vote on March 14, 2017.
- 4,379 persons voted in the recent election, amounting to 79% of registered voters.
- Cindy provided the December 2016 newsletter.
- Pat made a motion to accept the report as presented. Prue seconded the motion, and it passed unanimously.

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

**Old Business:**

- Committee Reports
  - Human Resources
    - Overtime needs to be addressed to determine if we need to budget for overtime.
    - The town has revised their pay scales for employees but the library trustees have not accepted it for library employees.
    - Job description is needed for Library Director.
    - Library Director's evaluation needs to be completed in early February.
  - Building
    - Dave Ford and Cindy met with Underwood Engineering to discuss revisions to the proposed parking lot, addressing drainage issues and relocating the book drop in the library construction project.
  - Finance
    - Finance committee met December 1, 2016 and revised investments based on advice from George Vanderheiden and Bob Woerheide, both experienced financial advisors. Candy will be making changes to the accounts in Fidelity.
    - Policy was drafted for Treasurer's Oversight Duties. Pat motioned that the policy be adopted and the motioned was seconded by Jane. The motion passed unanimously.
    - The Fidelity account currently allows access through prior trustee Mike Hodder's log-in and password. A Resolution of Unincorporated Business Form was completed, removing Mike Hodder and adding Candy Thayer, Prue Fitts, and Susan Raser to the account. Separate accounts will be created which will provide an audit trail for transactions. Pat motioned to submit the resolution as amended, seconded by Jane and it passed unanimously. Prue will sign the forms in the presence of a notary and will submit to Fidelity. Cindy and Jill Graham will have read-only accounts for oversight and bookkeeping purposes.
  - Facilities: No report.
  - Development: No report
- Library Foundation Update
  - The Foundation has a new website: [www.wolfeborolibraryfoundation.org](http://www.wolfeborolibraryfoundation.org)
  - The Foundation needs 100% participation from the trustees in support of the library reconstruction project. Pledge forms were provided.

- Friends of the Library Report
  - Received Cate Grant for \$1500 which will pay for children's programs
  - Close to \$4000 has been received in honor of Virginia Burke including \$2000 from Richard and Nancy Marriott. It will be used to purchase scanners to support the genealogy research program.
  - Friends would like trustees to consider joining.
  - Friends currently have 161 members.
  - Friends have donated books to several local causes in town including the Wolfeboro Police Fund and 68 Hours of Hunger.
  - Friends purchased a new podium for the multi-purpose room.
  - Friends will be selling mugs as a fund-raiser.
- 2017 Operating Budget
  - Cindy presented proposed budget to the budget committee on November 29. Several questions were asked but all were answered to the satisfaction of the committee.

#### New Business

- Acceptance of Donations and Grants
  - Jane motioned to accept \$2744.07 in donations, seconded by Pat and approved unanimously.
  - There have been several thefts from the children's room. Potential courses of action were discussed.

The next meeting will be held on January 30, 2017 at 5:00 PM.

Having no other business to conduct, Jane made a motion to adjourn. Prue seconded the motion, and it passed unanimously. The meeting adjourned at 2:55 PM.

Respectfully submitted,  
 Susan Raser  
 Trustee