

Wolfeboro Public Library  
Board of Trustees  
Minutes  
February 27, 2017 Meeting

Present: Trustees: Prue Fitts, Linda Matchett, Susan Raser, Linda Wilburton; Alternate Trustees: Pat McLaughlin, Jane Newcomb; Library Director: Cindy Scott; Selectmen's Liaison: David Bowers

The meeting was called to order at 5:04 PM.

Jane Newcomb was named a voting alternate.

Prue asked if there were any corrections to the minutes of the January 30, 2017 meeting. Hearing none Susan made a motion to accept the minutes. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report:

- The report was distributed via email prior to the meeting. Cindy indicated that the town items are split between December, January, and February. After a brief discussion, Jane made a motion to accept the report. Linda M. seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the printed report and highlighted the following items:
- The heat failed on two different occasions and has since been repaired.
- The roof had to be shoveled because of the last storms. A new leak has occurred.
- The panic alarm has been encountering issues; Cindy was contacted on three different Sunday afternoons. The problem has now been resolved.
- Cindy reminded Trustees of the Annual Trustees Association meeting on May 24, 2017 and asked to be notified by Trustees who wish to attend.
- She read a complimentary letter from a patron.
- She reported that a patron collapsed in the library, and 911 had to be called. There was a brief discussion about the need for an AED in the library.
- The new scanner purchased with funds from the Virginia Burke Memorial Fund was unveiled, and there was a large crowd that attended the event.
- Susan moved to accept the report. Linda W. seconded the report, and it passed unanimously.

Public Input:

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

Old Business

- Committees:

- HR – Linda reported that she failed to schedule a meeting, and will do so in the near future as there are several items to discuss
- Library Foundation:
  - The Foundation is planning several events, including another open house similar to what was done in October. The anticipated date is either July 22 or July 29. Cindy indicated the Foundation has created a database of local businesses they will be contacting about pledges. She also reported the Foundation will be sending letters to the editor of the Granite States News every four to five week. The Foundation is also discussing grants.
- Friends of the Library: Cindy distributed a photo of the mug that will be sold to help with the Building program fundraising. She also shared a report about the museum passes the Friends provide to the Library each season. They spend \$1,980 on the passes.
- 2017 Budget: Cindy reminded Trustees that Election Day is March 7<sup>th</sup>. She also indicated that the Deliberative Session was not well attended, probably due to the inclement weather that night.
- Meeting dates and times: There was a discussion as to whether to continue meeting on Monday evenings or to consider a different day and/or time. Linda M. made a motion to hold the March meeting on Monday, March 20 at 5:00 PM and to hold subsequent meetings on the second Monday of the month at 5:00 PM. Linda W. seconded the motion, and it passed unanimously.
- Other Old Business: None

#### New Business:

- Cindy asked Trustees to indicate which date would work best for them for an Open House – July 22 or July 29. Trustees agreed to check their calendars and get back to Cindy as soon as possible.
- Staffing: Cindy reported that Jeannie, one of the part time employees, has asked to go back to being a substitute. Cindy filled her vacancy with the intern. Jared has resigned to take a job in Hollis, and his last day will be March 18. The position will be advertised in the Granite State News with the first insertion in the March 2<sup>nd</sup> edition.
- Annual Report: Cindy is working on the State annual report. She will forward it to trustees upon completion. She also needs to finish the annual report for the Attorney General's office.
- Donations: Susan made a motion to accept donations in the amount of \$182.73. Prue seconded the motion, and it passed unanimously.
- Other new business: Prior to the meeting, Cindy forwarded a letter from Wolfeboro resident Tom Madden for consideration as an alternate Trustee to fill the vacant position. There was a brief discussion after which Linda M. made a motion for the Trustees to recommend to the Selectmen to appoint Tom Madden as an alternative trustee until the term in finished in July 2017. Linda W. seconded the motion, and it passed unanimously.

Non-public session: Susan made a motion to enter non-public session for the purpose of discussing Human Resources issues. Linda M, seconded the motion, and it passed unanimously. The Trustees entered non-public session at 5:55 PM.

The Trustees voted to reenter Public Session at 6:03 PM.

Linda W. made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 6:07 PM.

Respectfully submitted,

Linda Matchett