

Wolfeboro Public Library
Board of Trustees
Minutes
January 30, 2017 Meeting

Present: Trustees: Linda Matchett, Susan Raser, Candy Thayer, Linda Wilburton;
Alternate Trustees: Pat McLaughlin, Jane Newcomb; Library Director: Cindy Scott; Selectmen's
Liaison: David Bowers; Guest: John Sandeen WPL Foundation representative

The meeting was called to order at 5:02 PM.

Pat McLaughlin was named a voting alternate.

Linda M. moderated the meeting in Prue's absence.

Linda M. asked John to make his presentation.

- He thanked the trustees for their support then distributed the Foundation's marketing brochure and FAQ documents.
- He distributed the pledge forms and explained the difference between the conditional pledge form and the unconditional pledge form.
- He indicated the Foundation will be seeking grants and that Trustee participation in giving was an important part of the grant application. John reported that \$480,000 has been collected to date, some of which has been spent. He answered questions from the Trustees.

Linda M. asked if there were any corrections to the minutes of the December 2, 2016 meeting.

Cindy indicated two errors:

- In the Treasurer's report: "Unemployment/Workers' Compensation costs have not been reimbursed **by** the Town" has been changed to "Unemployment/Workers' Compensation costs have not been reimbursed **to** the Town." In the Friends of the Library Report "including \$2000 from Richard and Nancy Marriott" has been changed to "including \$2000 from **the** Richard and Nancy Marriott **Foundation.**" Linda W. made a motion to accept the minutes as amended. Pat seconded the motion, and it passed unanimously.

Treasurer's Report:

- Candy reported that she reviewed the trust funds, and the balance as of 1/30/17 is over \$287,000. She indicated that since redoing the investments, there has been an increase of \$1,000.
- Candy reported that the Actual vs. Budgeted report doesn't include all of the 2016 bills.
- Some areas of interest are:
 - Line 4040 Fee Income and Line 4060 Equipment Income are higher than anticipated. Line 7030 Fines Income is down which is somewhat unusual.
 - There is money left in Line 673 Audiovisual/DVD but that section of the library is out of space, so very few purchases will be made until the area can be weeded.

- Line 820 Professional development is down because the staff did not attend the Boston ALA meeting due to inclement weather.
- Candy reported that Bob Woerheide sent a checklist Trustees can use to monitor accounts. She has found it helpful in managing the finances.
- Susan made a motion to accept the report. Pat seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy reported that Brad Harriman's mother passed away. She was a former trustee and has the longest service of any trustee with 27 years. She was responsible for writing the grant for the current building.
- Cindy shared thank you notes and patrons' comments.
- She reported that children's non-fiction usage is up. Program attendance is up 30% while the number of programs only increased by 9%. DVD usage has decreased. Usage by material type shows physical resources such as books, CDs, and DVDs are used 92% of the time while virtual items such as e-books, downloadable audios, and databases are used 8%.
- Cindy indicated the Town Manager will be on vacation for two week in February.
- She reminded Trustees the auditors will be in the library during March.
- The scanner has arrived and is being set up.
- The heating system failed last week. A part is on order to repair the problem.
- There was an issue with the panic alarm that has been repaired.
- There was a major roof leak that poured water into the office.

Public Input:

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

Old Business

- Committees:
 - HR – A meeting will be scheduled in the near future.
 - Building Committee – Cindy shared the parking lot plan for the project. She indicated an amendment to the contract with Lavalley has been signed.
 - Finance Committee: The investments have been redone, and the monitoring instructions presented by Bob Woerheide were approved. The committee also approved view-only access for Cindy and Jill, however a subsequent decision was made to give access only to Cindy. All members of the Foundation now have their own passwords.
- Library Foundation:
 - The Foundation is working on a plan to approach all full time residents during the winter months. They are also working to create several campaigns.
- Friends of the Library: The Selectmen received a letter from a resident that included a donation to the library given to the Friends of the Library. The next FOL meeting is scheduled for February 13, 2017 at 3:30 PM.
- 2017 Budget: Cindy reminded Trustees about the February 7 Deliberative Session.
- Other Old Business: None

New Business:

- Annual Report-Review: Cindy asked if there were any comments or questions about the Library's Annual Report. There was a brief discussion about the report.
- Director's Evaluation: In Prue's absence, Cindy distributed the Performance Evaluation form to the Trustees. Prior to the meeting, Cindy updated her 2016 Goals and Objectives to include each item's status and sent the document to the Trustees. The Technology Plan has been sent to Dave Shea for his input and will be forwarded to the Trustees. It was decided that Trustees are to send their input to Prue NO LATER THAN February 14, 2017.
- Credit Card Policy: Cindy indicated the Library currently has a credit card, but does not have a policy regarding its use. The draft policy was discussed with minor changes made. Linda W. made a motion to accept the policy as amended. Linda M. seconded the motion, and it passed unanimously.
- Donations: Susan made a motion to accept donations in the amount of \$1,407.23. Pat seconded the motion, and it passed unanimously.
- Other New Business:
 - Tom Zotti informed Cindy that the municipal fire alarm system is being discontinued in 2018, and monitoring will be managed privately. Associated costs will be included in the 2018 budget.
 - The piano agreement ends in June 2017. There was a brief discussion after which it was decided to extend the agreement for another six years.

Non-public session: None

Linda W. made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 6:03 PM.

Respectfully submitted,

Linda Matchett
Secretary