

Wolfeboro Public Library
Board of Trustees Meeting
March 20, 2017
Minutes

Present: Trustees: Prue Fitts, Linda Matchett, Susan Raser; Alternate Trustee: Jane Newcomb;
Library Director: Cindy Scott

The meeting was called to order at 5:05 PM.

Jane was named a voting alternate.

Election of Officers:

Chair: Prue Fitts

Vice Chair: Vacant at this time

Treasurer: Susan Raser

Secretary: Linda Matchett

Linda made a motion to accept the slate as presented. Susan seconded the motion, and it passed unanimously.

Prue asked if there were any corrections to the minutes. Jane indicated an “s” needed to be added to the word “week” in the first bullet under the Library Foundation report. Hearing no other corrections, Jane made a motion to accept the minutes as amended. Susan seconded the motion, and it passed unanimously.

Treasurer’s Report: Cindy indicated we have received the February bills from the town since printing the February financial reports. She also reported the auditors are here, and she has been working with them to provide requested information. Susan made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

Librarian’s Report:

- Cindy distributed the newsletter and indicated that Joyce will be producing it in the future. She will create a more consistent look to match the Library’s branding.
- Cindy reported the scanner is very popular. Susan Fuller trains new users, who then schedule appointments to use the equipment.
- Cindy indicated that the maintenance budget is being heavily used because of the heating system issues. She has conferred with Dave Ford about using the Library’s remaining portion of the \$10,000 fund. She is also working with Bob Strogon to solve the system issues.
- Cindy reported that the sign was damaged, and a brief discussion was had about replacing it.
- Linda made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Public Input: None – there were no members of the public present.

Old Business:

- Committees:
 - HR: Linda reported that the committee met to discuss several HR issues. She then made a motion that the Trustees raise the Library's ranges to match the Town's, and that Linda and Cindy meet to review employee's salaries and determine what changes, if any, should be made. Jane seconded the motion, and it passed unanimously.
 - Other: None
- Building/Facility: Cindy made this report in her Librarian's report.
- Library Foundation: Cindy reported the Open House is scheduled for July 29, 2017, and there are several luncheons and other information sessions scheduled in April.
- Friends of the Library: Cindy reported the next meeting is scheduled for April at which time they will be working on the Book and Author luncheon.
- 2017 Operating Budget: Cindy reported the budget passed during the election which means the new position can now be filled. She will begin recruitment.
- Staffing Changes: Cindy reported that Jared resigned, and his last day was March 18, 2017. She advertised the position and received nineteen applications. She selected five to interview, but one candidate withdrew herself from consideration. Cindy will be conducting interviews this week.
- Library Piano: Cindy presented the draft document extending the lease of the Library's piano to First Baptist Church Wolfeboro. She and Linda Matchett (as a representative of FBC) will inspect the piano and execute the document.
- Trustees' Meeting Schedule: A new date needs to be selected for the October 2017 meeting because the regular date falls on the Columbus' Day holiday. After a brief discussion the new date selected was October 16.
- Other Old business: Cindy announced that the NHLA conference date has been changed, and she asked which of the trustees would be in attendance. She also reminded trustees that the position of alternate trustee would be addressed at the next Selectmen's meeting scheduled for Wednesday, March 22, 2017. Prue will attempt to contact the candidate to see if he is able to attend.

New Business:

- Donations: Susan made a motion to accept donations in the amount of \$169.16. Linda seconded the motion, and it passed unanimously.
- Other New Business:
 - Jane reported that she noticed the NH state Library is celebrating 300 years in 2017, and asked if we could include that information in our weekly newspaper column. Linda also indicated she would send a card to the state library congratulating them on the milestone.

- Jane also reported that she attended Linda Matchett's talk at the Tuftonboro Library.

Jane made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 5:57 PM.

Respectfully submitted,

Linda Matchett

Secretary