

Wolfeboro Public Library
Board of Trustees Meeting
April 10, 2017
Minutes

Present: Trustees: Prue Fitts, Susan Raser, and Linda Wilberton; Alternate Trustees: Jane Newcomb and Tom Madden; Board of Selectmen Representative: Dave Bowers; and Library Director: Cindy Scott

The meeting was called to order at 5:00 PM.

Prue introduced the new Alternate Trustee, Tom Madden. Tom is the librarian for Brewster Academy and previously served as Library Director for the Durham Public Library.

Jane was appointed as a voting alternate.

The minutes of the March 20, 2017 meeting were discussed. Jane asked that the following clarifications be added to the minutes:

- In the Librarian's Report, third bullet, change \$10,000 to \$4,000 and add "The budget for previous years was \$10,000 but Dave Ford reduced the budgeted amount for this year because the entire \$10,000 was not expended during prior years. It is likely that costs in 2017 will exceed \$4,000 due to unexpected maintenance requirements and Dave Ford will reallocate additional funding as necessary."
- Under New Business, fourth bullet, add "On March 18, Linda M. was featured at the 2017 Book and Author Series at the Tuftonboro Public Library, and discussed writing her historical romances which were highlighted by the library as examples of good research as well as good writing."

Susan made a motion to accept the minutes with amendments. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report:

Cindy noted the following in the Statement of Assets and Liabilities (dated April 3, 2017 and provided prior to meeting):

- Line 435 Maintenance - buildings: Additional invoices are anticipated due to emergency repairs and are not included in this month's statement.
- Line 675 Audiovisual/CD: Yearly expenditure to date is higher than usual YTD due to purchase of numerous new CDs. If necessary, fine revenue or donations can be used for additional purchases of CDs if remaining amount budgeted is expended before the end of year.

Upcoming events: CD sale will start on Wednesday, temporarily replacing book sale. Sets will be \$5 and individual CDs will be \$1. The Opera series begins on Wednesday.

Jane made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy reported many unexpected maintenance issues with the building including flooding in basement requiring plumber to replace sump-pump; furnace repairs began on one furnace; toilet issues in restroom; new leaks in ceiling including over areas in which books are displayed; infestation of ants inside building; and replacement of library sign and its lighting in front of building as the result of storm damage.
- Cindy reported the library statistics were affected by the weather in March. She noted that although overall programs have increased by 9% and attendance at the programs has shown a dramatic increase of 80%.
- Cindy reminded trustees of the New Hampshire Library Trustee Association conference on May 23. To date, Prue, Susan and Candy have indicated they will be attending.

Linda made a motion to accept the report. Jane seconded the motion, and it passed unanimously.

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

Election of Officers: Prue nominated Linda W. for co-chair. Jane motioned to elect Linda as co-chair and the motion was seconded by Candy. The motion passed unanimously.

Committee Reports: Cindy distributed a list of current committee and members. Tom volunteered and was appointed to the building and human resources committees.

- **Human Resources:** Cindy and Linda M. met and developed wage scales for library employees. Some new policies will need to be created in the near future and some existing policies are due for updating.
- **Building/Facility:** Cindy provided updates in her Librarian's report.
- **Library Foundation:** Cindy reported a luncheon is scheduled for Wednesday, April 11 to introduce library building project to town organizations; additional luncheons are planned. Three naming opportunities for the new library have commitments from donors – the 16-person meeting room, the small meeting room, and the history room.
- **Friends of the Library:** No recent meeting. Friends are financially in good shape at present time.

Staffing Changes: Cindy reported that Barbara Eldridge has been selected to fill the position vacated by Jared. In addition, an additional substitute was identified from the pool of applicants and will be hired to fill-in as needed.

Donations: No donations were presented for acceptance at this meeting.

Additional Old Business: No additional old business was discussed.

New Business:

- Cindy asked for a discussion of holiday scheduling for library employees. She will come up with a proposed schedule and will present at the next meeting.
- Prue advised that the New Hampshire Library Trustee Association sent an email to members to contact their Congressional Delegates to oppose federal cuts to the funding for the Institute of Library and Museum Services along with the Library Services and Technology Act.

Jane made a motion to adjourn at 5:37 PM. Linda seconded the motion, and it passed unanimously.

Respectfully submitted,

Susan Raser