

Wolfeboro Public Library

Board of Trustees

Minutes: May 8, 2017

Present: Trustees: Linda Matchett, Candy Thayer, Linda Wilberton; Alternate Trustees: Tom Madden, Pat McLaughlin, Jane Newcomb; Library Director: Cindy Scott

The meeting was called to order at 5:08 PM, with Vice-chair Linda Wilberton moderating.

Pat and Tom were named voting alternates.

Linda W. asked if there were any corrections to the minutes of the April 10, 2017 meeting. Candy indicated that she was at the meeting and should be added to the list of attendees. In addition, under "Election of officers," "co-chair" was changed to "vice-chair." Pat made a motion to accept the minutes as amended. Linda M. seconded the motion, and it passed unanimously.

Treasurer's Report: Cindy indicated that line item 435 is at 70% of budget (higher than anticipated for this point in the fiscal year) because of the many building issues that have occurred. She expects the library to go over budget in this area. Other items are on track. Linda M. made a motion to accept the report. Linda W. seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy reported the library closed one Saturday in April because of inclement weather. Because of weather, current statistics are closer to 2015 than last year.
- Cindy did a presentation at the Wolfeboro Men's Breakfast Club which had approximately 35 people in attendance.
- The publicity committee is working on marketing and will be implementing a "branch" at Albee Beach. The Friends have funded the branch, and a volunteer is building the weather-proof facility. It will be stocked with "beach reads" and children's books.
- Cindy reported that the town has hired a part-time IT assistant who will be primarily maintaining the town's website.
- The Great Hall has seen extensive usage, and there are staffing challenges with setting up and breaking down the room.
- Linda M. made a motion to accept the report. Candy 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 she and Cindy met to handle the current staff's placement in the new wage ranges. Cindy and Linda also met to discuss the draft Library

Directory position description. An HR committee meeting will be scheduled to review the description and future plans for the committee.

- Building: Candy indicated the committee has been inactive, but will be re-activating in the near future.
- Building/Facility Issues: Cindy indicated we have received the sign permit, and the new sign will be installed soon. After the sign is installed, the lights will be repaired.
- Foundation: Candy reported the Foundation has met their current fundraising goal.
- Friends of the Library:
  - Linda W. reported that she attended the last meeting, and the Friends are excited about the branch going in at Albee Beach. FOL approved money for implementation.
  - Support for the Summer Reading Program: Building a Better World was approved.
  - Linda gave a membership report then indicated there are currently 131 reservations for the Book and Author Luncheon. Attendance goal is 160. Raffle baskets are near the front door of the library.
- Staffing Changes: Barbara Eldridge has been hired to replace Jared, and a substitute has also been hired. Jill has resigned, and the advertisement placed. Five applications have been received thus far.
- Piano Contract: The piano contract between the Library and First Baptist Church – Wolfeboro has been signed and executed.
- Other Old Business: None

#### New Business:

- NHLTA Membership: Cindy distributed the NHLTA membership list for Trustees to confirm or change their information.
- 2017 Holiday schedule: Cindy distributed a list of proposed holiday closures. After a brief discussion, Linda M. made a motion to accept the proposed list, including the comment to table the decision about Christmas closures until the Town has made its decision on closures. Pat seconded the motion, and it passed unanimously.
- Master Plan Library Interview: The Trustees reviewed the notes that resulted from the Interview held on 4/26/17 between Library representatives Prue Fitts and Cindy Scott and representatives from the Planning Board subcommittee, John Thurston and Mike Hodder. The meeting was held to assist in the creation of the Master Plan that will be reviewed/revised in 2018. Changes were made to the interview. Pat made a motion to accept the notes as amended. Tom seconded the motion, and it passed unanimously. Cindy will return the amended document to the subcommittee.
- Donations: Linda M. made a motion to accept donations in the amount of \$877.36. Linda W. seconded the motion, and it passed unanimously.
- Other New Business: Cindy indicated she would be on vacation the week of May 22.

Linda W. reminded trustees that the next meeting is scheduled for Monday, June 5, 2017 at 5:00 PM.

Linda M. made a motion to adjourn. Pat seconded the motion, and it passed unanimously.

The meeting adjourned at 6:10 PM.

Respectfully submitted,

Linda Matchett

Secretary