

Wolfeboro Public Library  
Board of Trustees  
June 12, 2017 Meeting Minutes

Present: Trustees: Linda Matchett, Susan Raser, Candy Thayer, Linda Wilberton; Alternate Trustees: Jane Newcomb, Tom Madden; Library Director: Cindy Scott; Selectmen's Liaison: David Bowers

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

Jane Newcomb was named voting alternate.

Minutes of the May 8, 2017 BoT Meeting: Linda W. asked if there were any corrections to the minutes of the May 8, 2017 meeting. Cindy noted a type-o under the HR Committee Report. "Library Directory position description" should be Library Director position description." Hearing no other corrections, Jane made a motion to accept the minutes as amended. Susan seconded the motion, and it passed unanimously.

Minutes of the May 22, 2017 Joint Meeting of the Library Foundation, Trustees, Building Committee, and Friends: Linda W. asked if there any corrections to these minutes. Cindy noted that she called the meeting to order, not Joyce Davis. Susan made a motion to accept the minutes as amended. Linda M. seconded the motion, and it passed unanimously.

Treasurer's Report: Susan and Cindy are working to determine the amount of money that can be removed from the trust funds. Cindy reported that the Maintenance will go over budget for the year because of the number of repairs conducted this year. She also reported the books on CD budget has been fully expended.

Librarian's Report:

- The written report was distributed prior to the meeting. Cindy distributed the library newsletter.
- Cindy reported that the statistics indicate a transition in materials usage.
- Internet usage is primarily wireless. Two of the computer stations have been removed to make room for the scanner. The correct number of patron visits is 6,878 not 6,828.
- Cindy shared thank you notes and an article she received.
- Linda M. moved to accept the report. Jane seconded the motion, and it passed unanimously.

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

Old Business:

Committees:

- HR Committee: Linda M. indicated the HR committee had met and was presenting the Library Director position for approval. After a brief discussion, Susan made a motion to approve and adopt the Library Director position as presented by the committee. Candy seconded the motion, and it passed unanimously.
- Building Committee: Candy indicated that fundraising continues, and she distributed a list of additional naming opportunities with associated donation amounts. Susan made a motion to accept the naming opportunities. Linda M. seconded the motion, and it passed unanimously.

Library Foundation: Candy reported calls are continuing to be made to educate people about the library project and request donations. There is an event on August 1, 2017. There will also be a float in the July 4<sup>th</sup> parade. Volunteers are needed to carry signs advertising the open house. The Foundation is a member of the Chamber of Commerce and will be hosting the quarterly breakfast meeting in March 2018 and will be giving a presentation at the event. Cindy and Joyce are working on the Foundation newsletter, and it will go out to approximately 4,000 homes next week.

Friends of the Library: The Book and Author Luncheon went well. The speakers were interesting and kept on schedule. Excellent feedback was received by attendees. Approximately \$1,100 was made from the raffle baskets.

Cindy thanked Susan and Linda W. for the work they did on the garden.

NHLTA Conference: Several trustees attended this event and indicated it was educational and interesting. Susan, Candy, and Linda reported about the workshops/seminars they attended.

Staffing Changes: Cindy indicated that Jill's last day was June 2. The background check has not been returned from the state for the Administrative Assistant candidate. The potential substitute candidate has not submitted his completed background check form.

Other old business: none

New Business:

Open House planning:

- The event is scheduled for July 29 from 1-3 PM. Cindy showed the advertising poster that will be hung around town next week.
- Decorations are being worked on and some details are still being worked out.
- Cindy is attempting to set up an interview with the Granite State News.
- The Ice Cream Social portion:
  - Supplies need to be checked
  - Aaron Morrissey has again agreed to give us the ice cream at cost.
  - Linda M. will provide the awning, and Pat McLaughlin will provide the table.

- Jane will handle getting the permit, and FOL is providing refreshments.
- Joyce is coordinating volunteers.

Farmer's Market Story Time: This is a new event for the library. We are attending the local farmer's market once per month to conduct story telling. A table and chair are provided, and volunteers give out information about the library.

Requests to borrow library furniture: Cindy indicated she has received numerous requests to borrow library furniture. To date she has turned down the requests, and asked the Trustees their position about the situation. The Trustees agreed that allowing patrons to borrow furniture is not appropriate at this time.

Donations and Grants: Susan made a motion to accept the Collection of photographs from the Granite State News and donations in the amount of \$521.97. Linda M. seconded the motion, and it passed unanimously.

Other New Business: Cindy indicated that it is time for alternate trustees to submit their letter of intention should they wish to continue serving. The advertisement announcing the opening has been submitted. Deadline for submission of letters of intent is July 5, 2017.

Non-public session: None

Jane made a motion to adjourn. Candy seconded the motion, and it passed unanimously.

Respectfully submitted,

Linda Matchett

Secretary