

Wolfeboro Public Library
Board of Trustees
Minutes
July 10, 2017 meeting

Present: Trustees: Prue Fitts, Linda Matchett, Susan Raser, Candy Thayer, Linda Wilberton; Alternate Trustees: Tom Madden, Pat McLaughlin, Selectmen's Liaison: David Bower; Library Director: Cindy Scott

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

Prue asked if there were any corrections to the minutes of the June 12, 2017 meeting. Cindy indicated the following:

- Under Library Foundation report: The word "Foundation" was removed from the sentence: "Cindy and Joyce are working on the Foundation newsletter..."
- Under Friends of the Library report: "Excellent feedback was received by attendees" changed to "Excellent feedback was received from attendees."
- Under Open House planning: Correction to time of the event: 9:30 AM to 4:00 PM, not 1-3 PM. Also the Ice Cream Social portion is from 1-3 PM.
- Susan made a motion to accept the minutes as corrected. Linda W. seconded the motion, and it passed unanimously.

Treasurer's Report:

- Cindy indicated that the Citizens Bank account has a high balance because there are two months of outstanding bills from the town to pay. The new Administrative Assistant is undergoing training, and will bring the account up to date shortly.
- In addition, Line #435 Maintenance is at 105.2% and does not include the final bill from Strogen's for service that solved the A/C issues in the offices and children's area. Cindy indicated she is optimistic the overage will be offset by line items that will finish the year under budget.
- Linda M. made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy indicated the ice cream social permit has been approved.
- Cindy will be speaking to the Selectmen on July 19th.
- The tiny branch has been installed at Albee Beach and has been very popular. It is checked by staff at least twice per week.
- Cindy participated in WCTV's "Coffee and Conversation"
- The newsletter was distributed, and Cindy gave credit to Joyce who created it.
- Linda M. moved to accept the report. Linda W. seconded the motion, and it passed unanimously.

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

Old Business:

- Committees: No reports
- Building expansion and renovation issues:
 - We received a memo from the architect in response to concerns raised by patrons. The memo addressed the issues, and we will use the information in the future as needed.
 - We received a memo from the engineer about parking lot options to deal with water. Four choices were available, with Plate 2 being the best option. After a brief discussion, Susan made a motion to recommend the water retention solution as presented in Plate 2. Prue seconded the motion, and it passed unanimously.
 - Cindy suggested that a meeting be set up with the town's energy committee. Trustees agreed, and Cindy will make arrangements.
- Library Foundation:
 - The Library float in the July 4th parade looked good. We received positive feedback. Candy reported that four naming opportunities were sold.
- Friends of the Library: The friends are paying for bulk mailing the newsletter that will go to more than 4,000 Wolfeboro addresses.
- Open House planning: There was a brief discussion about who will bring what to the event. Prue will send out a sign up list for coverage. It was determined that set up for the social should begin at 12:30.
- Staffing Changes update: An administrative assistant has been hired to replace Jill Graham.
- Other old business: None

New Business:

- Alternate Trustees: There are currently three open positions. The application deadline was July 5th. We have received applications from the two current alternates. Pat indicated she will speak to someone she knows about the third opening. Prue made a motion to recommend the appointment by the Selectmen of Tom Madden and Pat McLaughlin as alternate trustees. Susan seconded the motion, and it passed unanimously.
- 2018 Budget: After a brief discussion, it was determined that Cindy will draft a budget and present it to the BoT Finance Committee.
- 2018 CIP: There was a brief discussion about adding contingency money to the current number. No motion was made, and Cindy will update the numbers to reflect a cost of living adjustment.
- Donations and grants: Linda M. made a motion to accept donations in the amount of \$45.03. Susan seconded the motion, and it passed unanimously.
- Other new business:
 - Meeting time: David Bower commented that because no members of the public typically come to the meeting should the time be changed back to afternoon. Linda M. indicated the time had been changed to 5:00 PM to accommodate potential board members who work for a living. After a brief discussion, Linda M. made a motion to move the time of the meeting to 5:30 PM. Prue seconded the motion, and it passed unanimously.

Linda M. made a motion to adjourn the meeting. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 6:02 PM.

Respectfully submitted,
Linda Matchett
Secretary