

Wolfeboro Public Library
Board of Trustees
Minutes
August 14, 2017 meeting

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

The meeting was called to order at 5:30 PM by Linda Wilberton.

Tom Madden was named voting alternate.

- Linda W. asked if there were any changes to the minutes of the July 10, 2017 meeting. Cindy indicated that under Librarian's report it should read "It {the tiny library branch} is checked by volunteers at least twice per week" rather than "It is checked by staff at least twice per week."
- Susan made a motion to accept the minutes as amended. Candy seconded the motion, and it passed unanimously.

Treasurer's Report:

- The report was distributed prior to the meeting.
- Cindy highlighted that the Maintenance line item is over budget as anticipated due to the number of repairs done so far this year. She also indicated that the audiovisual/CD line item is over budget, and additional items will be purchased with the "fines" account.
- Linda M. made a motion to accept the report. Susan seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the newsletter, and there was a brief discussion regarding its contents. She indicated the back door sensor is malfunctioning which impacts statistics. She is working to resolve the situation.
- Cindy reported that her assistant collected data regarding Maintenance expenditures since 2012, and the report shows average annual costs of \$6,000. YTD expenditures are approximately \$9,000.
- Susan made a motion to accept the report. Tom seconded the motion, and it passed unanimously.

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

Old Business:

- Committees:
 - Building: Cindy reported that the committee met with the Town's Energy Committee who shared several good ideas for consideration by the Building committee. There was also a discussion regarding solar energy.
- Library Foundation: Candy indicated that fund raising has been very successful. Lots of visits have been made resulting in pledges. The group is setting up a Community Campaign Committee that will be rolled out during September. Seven of the naming opportunities have

been pledged. The Foundation will be making presentations to the Rotary, Lions, and other community groups. Cindy is working on next month's Coffee and Conversation broadcast to include a Foundation member.

- Friends of the Library: No report
- Alternate Trustee: An application has been received for the open Alternate Trustee position. After a brief discussion, Susan made a motion to recommend Jane Newcomb to the Selectman for appointment as an alternate trustee. Candy seconded the motion, and it passed unanimously.
- 2018 CIP Budget Update: Cindy distributed the final version of the submission paperwork. There was a brief discussion. No motion was made.
- 2018 Operating Budget Update: Cindy distributed the draft budget for the 2018 Fiscal Year indicating that there is no wage information included at this time. There was a brief discussion. No motion was made.
- Other Old Business: None

New Business:

- Susan made a motion to accept donations in the amount of \$580.25. Linda W. seconded the motion, and it passed unanimously.
- Other New Business:
 - Cindy distributed the draft Chromebook policy. There was discussion over contents after which Linda M. made a motion to accept the policy to include the discussed changes. Susan seconded the motion, and it passed unanimously.
 - Employee Appreciation Day: Cindy reported that the date of the Town's Employee Appreciation Day has been changed to 09/14/17, and that employees not required to work in their departments must use leave time should they choose not to attend the event. There was a discussion about whether to close the library. Susan R made a motion to keep the Library open to provide services to the public and to schedule an appropriate number of staff to work. Linda M. seconded the motion, and it passed unanimously.
 - Cindy reported that five of the staff's iPads are beginning to fail and that there is an opportunity to donate them to a charity that serves needy children. Linda M. made a motion to donate the iPads to the charitable organization. Susan seconded the motion, and it passed unanimously.
 - Cindy read a resignation letter submitted by Library Board Chairperson Prue Fitts. There was a brief discussion. Linda M. made a motion to recommend Tom Madden to the Selectmen for appointment to finish the vacant term year until the next election when candidates will run for election to complete the remaining term. Susan seconded the motion, and it passed unanimously.

Non-public session: None.

Linda M. made a motion to adjourn. Susan seconded the motion, and it passed unanimously. The meeting adjourned at 6:43 PM.

Respectfully submitted,
Linda Matchett
Secretary