

WOLFEBORO PUBLIC LIBRARY BOARD OF TRUSTEES

Wolfeboro Public Library

September 11, 2017

Minutes

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

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

Linda W. asked if there were any corrections or amendments to the minutes of the August 14, 2017 meeting. Hearing none, Candy made a motion to accept the minutes as written. Susan seconded the motion, and it passed unanimously.

Treasurer's Report: The report was distributed prior to the meeting via email. A question was raised regarding the amount in line 1310 Building Trust Fund. Susan indicated that the fund is being used to pay bills associated with the project.

Librarian's Report:

- Cindy reported there are several reasons creating a challenge to collecting patron statistics. She is working on solving the issues.
- The air conditioning unit is running too cold, and the issue will be addressed during the spring maintenance.
- Cindy asked for volunteers for the 9/21 Farmers' Market which will be the last one of the year.
- The newsletter was distributed, and a brief discussion occurred regarding events.
- Cindy indicated that Linda Murray gave a positive report to the Selectmen about her attendance at the Library Open House, specifically the presentation by the architect.
- Cindy reminded trustees that she is still recording a segment on WCTV, and that she will want to introduce trustees on the program in the future.
- Susan made a motion to accept the librarian's report. Linda W. seconded the motion, and it passed unanimously.

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

Old Business:

- Committees:
 - Building: None
 - Finance: Susan indicated she would like to have a meeting prior to the next regular BoT meeting (10/2/17 at 5:00 PM)
 - HR: Linda reported that the committee voted to postpone the implementation of the Meals and Rest Period policy, determined to move forward with compiling a policy manual/handbook, and pursue creating position descriptions for BoT members and officers.
- Foundation: Candy reported that fund raising is progressing nicely, and ten of the eighteen naming opportunities have been reserved. Targeted letters will be going out this week, and the community campaign will kick off in October.

- Friends of the Library: Cindy reported the book sale is generating an average of \$120 per week. There is no date for the next board meeting,
- 2017 CIP Budget: Cindy reported she met with the CIP committee and receive a good response to the library submission. The committee asked good questions.
- 2018 Operating Budget: Cindy distributed a five year report that show budget vs. actual income and expenses. She indicated that next year's expenses will be impacted by the library expansion project. There was a discussion about the "Reinstated Item" that will be submitted with the budget request. Susan made a motion that the BoT accept the 2018 proposed budget and the Reinstatement Item and to submit as the library's proposed 2018 operating budget. Linda M. seconded the motion, and it passed unanimously.
- Other old business: Cindy indicated that she needs a couple of members of the finance committee to meet with her and the Town Manager on 9/20/17.

New Business

- Creation of Trustee's Agenda: Linda reported that Cindy has been the one to create the monthly agenda for the BoT meetings, and that in the past that responsibility has belonged to the Board. After a brief discussion, it was decided that the BoT Chair will seek input from Board members and Cindy in order to create the agenda. The Treasurer will work with the Administrative Assistant to include the donations information on the agenda, as well as getting the treasurer's report distributed prior to the meeting.
- October meeting schedule: Because of the Columbus Day Holiday, the October meeting had been rescheduled to October 16. It was determined that date will not work for most of the Trustees and Cindy. After a brief discussion the meeting was rescheduled to October 2, 2017 at 5:30 PM.
- Donations and Grants: Susan made a motion to accept donations and grants in the amount of the \$377.09. Candy seconded the motion, and it passed unanimously.
- Other New business: Cindy distributed a proposed letter to the editor of the Granite State News to address the confusion caused by a letter printed about the Tuftonboro Library project by a Tuftonboro resident who was erroneously identified as a Wolfeboro resident. Discussion ensued, and changes were made to the letter. Linda M. made a motion for Cindy to submit the letter as amended to the Editor of the Granite State News. Susan seconded the motion, and it passed unanimously.

Non-public session: None

Linda M. made a motion to adjourn. Candy seconded the motion, and it passed unanimously. The meeting adjourned at 6:30 PM.

Respectfully submitted,

Linda Matchett

Secretary