

**Wolfeboro Public Library
Board of Trustees Meeting
November 13, 2017
Minutes**

Present: Trustees: Susan Raser, Tom Madden, and Linda Wilberton; Alternate Trustee: Jane Newcomb; and Library Director: Cindy Scott

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

Jane was appointed as a voting alternate.

The minutes of the October 9, 2017 meeting were discussed. The minutes were written by an alternate trustee due to an excused absence of the Secretary and the following corrections were made:

- Correct spelling of Raser from Raiser in several places within minutes.
- Under Treasurer's Report, change last bullet to "Cindy reported that 91% of funds for books have been expended so funding from Library Board of Trustee trust funds will be used to supplement the budget."
- Under Librarian's Report first paragraph, delete wording from "She also had the misfortune..." through "...Not a good week!" and replace with "A library employee received an electrical shock while changing a light bulb and was treated at Huggins Hospital." Change bullet three to "A safety building feasibility study will be conducted." Change bullet four to "held in September" from "held last week". Replace bullet five with "There are plans to search for a new Town Manager to replace David Owen".
- Delete "Since there was no public, they gave no input!" to "There was no public input."
- Under HR Committee, delete "While this does not concern the library", change spelling of "sighted" to "cited"
- Under Library Foundation, delete "Yay!". Delete last line and replace with "The Friends of the Library will be doing a "get out to vote" bulk mailing."
- Under Friends of the Library, change second sentence to "There will be a program at the library to discuss what children are reading these days."
- Under Budget, delete third sentence "A large attendance is not necessary."
- Under Donations, replace sentence with "The trustees voted unanimously to accept \$294.86 in donations."
- Under Meeting Room policy, delete sentences one, two and three. Replace with "Following discussion, the trustees agreed that the policy for meeting use worked as it should during a recent controversial program." Sentences four and five remain unchanged.
- In closing signature, delete "for Linda Matchett" and add "Alternate Trustee" below Pat's name.

Susan made a motion to accept the minutes with corrections. Tom seconded the motion, and it passed unanimously.

Treasurer's Report:

- Susan reported that funding was taken from the trust funds to supplement library materials accounts.
- Cindy reported that income and fines are down this year.

Tom made a motion to accept the report. Jane seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy provided a copy of the current library newsletter.
- Cindy was contacted by a lawyer who represents a deceased client who bequeathed part of her estate to the library. More information will follow once estate is settled.
- Cindy read a thank you letter from a patron.
- During the recent town-wide power outage, the library was heavily utilized and patrons were sitting on floor near outlets to facilitate charging of their electronics.
- Cindy reported library statistics for the prior month were not available due to a computer problem. Administrative Assistant Lori Pankowski entered the statistics but when she tried to retrieve them for this meeting, they could not be located. Cindy also determined that different methodologies have been used by prior employees when calculating statistics. Also, the patron counter is over 10 years old and isn't functioning properly so those statistics are in question.
- Cindy said that materials circulation is down but library usage has increased including program attendance and patrons using the library to read newspapers and magazines.
- The library budget will be discussed at a budget committee meeting tomorrow (Nov. 14, 2017) at 6:30 at Town Hall.
- The library expansion warrant article will be presented on December 13 or 14, 2017.
- The budget meeting for the public will be held on January 4, 2018.
- Cindy has information concerning an individual who may be interested in serving as a library trustee and it was agreed we need an additional alternate. She will make inquiries.
- Cindy will forward her written report once it is available.

Susan made a motion to accept the report. Linda seconded the motion, and it passed unanimously.

Public Input: There was no public input.

Old Business

Committee Reports:

- **Building/Facility:** Cindy reported that Bob Ness and Russ Schindler volunteered to photograph the library building project for historical purposes starting by taking photos of the library as it is now.
- **Finance:** Susan reported that a process has been written for disbursement of funds from trust accounts. Funds were recently disbursed to supplement the book and DVD budget. Also, a library patron recently signed over stock to be applied to the materials fund and we are awaiting transfer by the financial institutions.
- **Human Resources:** The committee will meet prior to the December Trustees meeting to develop a policy manual and to review policies that may need to be revised.
- **Library Foundation:** Cindy reported potential donors are being called upon and she will be addressing the Lion's Club to discuss the building project.

- **Friends of the Library:** Met today and had a demonstration of software that can be utilized for selling books. The library will be participating in the Christmas parade. Cindy said books will be handed out and she showed posters that will be used representing children's Christmas themed books. Trustees are invited to participate in the parade and should meet on November 25th at 2:45 at the main entrance to Brewster Academy if they wish to participate. Also, the holiday book sale begins the Monday after Thanksgiving.

2018 Budget: The selectmen cut the library's proposal for computer support from the 2018 budget, recommending it be re-submitted in 2019.

Emergency Contacts for Library: Cindy advised that when she added Tom to the emergency point of contact list provided to the police department, they requested an additional name. Susan will be added and the new list with all names and phone numbers will be submitted.

New Business:

- **Holiday schedule:** Cindy reported Town offices will be closed on December 22nd and 25th for Christmas holiday. She recommended that the library close on those dates in addition to Sunday, December 23rd (a regularly closed day). Jane motioned, seconded by Susan that the library be closed on December 22, 23, and 25. The motion passed unanimously.
- **Town Harassment Policy:** Due to an incident of harassment that resulted in termination of offending employees, the Town directed that all their employees undergo training and sign confirmation that they acknowledge the Town's policy. Library employees were also asked to sign the Town's "Sexual Harassment Policy" adopted August 18, 1993. Cindy provided the library's policies on sexual harassment and bullying which were much more recently written in 2014/2015. She asked whether the library employees should sign the Town's policy since they already sign to acknowledge having read the Library's sexual harassment policy (the library's bullying policy does not require a signature). Following discussion, it was agreed that library employees should not be required to sign the Town's policy. Both library policies will be reviewed at the December Human Resources Committee meeting.
- **Telescope Policy:** The proposed policy for patrons to check out the telescope was reviewed and minor changes were recommended. Cindy will make the recommended changes. Susan motioned, seconded by Linda, to approve the policy as revised and the motion passed unanimously.
- **Donations:** Susan motioned to accept \$28.23 in donations. Tom seconded and the motion passed unanimously.
- **Youth Audit:** The Town provided a letter dated November 8, 2017 to be given to library employees that was also given to town employees concerning use of time records to document actual time worked, and punching in/out for unpaid lunch breaks. Cindy pointed out that unlike Town employees, library employees are paid for their lunch periods because they are subject to being called back to work during their break. She often has difficulty forcing her staff to take their breaks and some prefer to work through their breaks. Tom stated that the Durham Library requires employees who choose to work through their breaks sign a waiver acknowledging that they are voluntarily forgoing their offered break. Following discussion, Cindy was directed not to give the letter to library employees and she will advise the Town of the differences in our policies. This will also be discussed at the December Human Resources Committee meeting.

- **Warrant Article:** Cindy provided a copy of the revised warrant article written by the Town's counsel. Cindy had previously written a draft, and the Town's attorney rewrote it. Discussion ensued and it was agreed that the revised warrant article is very difficult to follow, and makes it appear that the voters will be authorizing a \$4,855,000 bond rather than a \$3,800,000± bond which is less due to the pledged donations. Tom stated that when the warrant article was presented in Durham while he was librarian, their bond amount subtracted the amount of donations both received and pledged. Cindy will speak to the Town attorney to make the warrant article clearer.

Susan made a motion to adjourn at 6:50 PM. Tom seconded the motion, and it passed unanimously.

Respectfully submitted,

Susan Raser, Trustee