

Wolfeboro Public Library
Board of Trustees
February 12, 2018 Meeting
Minutes

Present: Trustees: Linda Matchett, Susan Raser, Candy Thayer; Alternate Trustee: Jane Newcomb; Library Director: Cindy Scott

Jane Newcomb was named as a voting alternate.

The meeting was called to order by Susan at 5:35 PM.

Susan asked if there were any corrections or changes to the minutes of the January 8, 2018 meeting. Cindy indicated that under the building committee report "But Committee members" should be changed to "members of various groups and committees." Hearing no other changes, Candy made a motion to accept the minutes as amended. Jane seconded the motion, and it passed unanimously.

Treasurer's Report: The report was distributed prior to the meeting. There were no items to highlight or discuss. Linda M. made a motion to accept the report. Jane seconded the motion, and it passed unanimously.

Librarian's Report:

- Cindy distributed the list of Trustees and list of Committees and asked members to review and confirm the information.
- Cindy reported that the spreadsheet being used to tally the statistics seems to not be working (e.g. formulas, etc.), therefore the document is being reviewed and stats will be reported when she is confident they are correct.
- She reported that the meeting regarding input to the Master Plan has been moved to February 27, 2018. She also indicated the Selectmen are looking for members of the community to participate on the search panel for a new town manager. Cindy reported that the town had two safety committees, and there is only a need for one, and that more representation from labor is needed. The town will be revising the safety policy.
- Cindy reported there are potential candidates for the open trustee's positions.
- Susan made a motion to accept the Librarian's report. Linda M. seconded the motion, and it passed unanimously.

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

Committee Reports:

- HR: None
- Building: The town energy committee has asked Cindy to speak to them regarding the energy plans for the Library Expansion project.
- Finance: None
- Meeting Room Policy Subcommittee: None
- Other: None

Library Foundation: The Foundation has sold another naming opportunity.

Friends of the Library: Cindy reported that at the FOL's most recent board meeting they voted to contribute \$10,000 for the breakroom in the Expansion Project. FOL will also be doing a "Vote Yes" bulk mailing the week before the election. They are working with homeowners to place "Vote Yes" signs in their yards.

Annual Report: Cindy highlighted some of the statistics from the annual report: Circulation is down slightly, and Children's Non-fiction is up. DVD statistics are down, but there is still a large number of check-outs. The number of programs increased by 11% and program attendance increased by more than 20%.

Library Director Evaluation: There was a brief discussion about the logistics for the Library Director's evaluation.

Schroth Bequest: The library has received a letter from the estate's attorney indicating distributions will be made upon sale of the house and when all outstanding accounts are paid.

Budget: Cindy distributed a document that described the Library Expansion project that will be included in the Granite State News's Voter's Guide. Trustees reviewed the document, and Cindy will forward the amended document to the Town Manager. She indicated the Deliberative Session went well and is being broadcast on WCTV.

Other Old Business: Cindy distributed the flyer regarding the Library Open House on March 3.

New Business:

- Clock Donation Proposal. There was a brief discussion regarding this potential donation. The Board of Trustees is interested in receiving the proposed donation, but had some questions. Cindy will forward those questions to the potential donor.
- Mileage Reimbursement Rate: Cindy indicated the IRS has increased the mileage reimbursement amount to 54 ½ cents per mile. Susan made a motion to increase the Library's mileage reimbursement amount to 54 ½ cents per mile. Linda M. seconded the motion, and it passed unanimously.
- Library Trust Fund Disbursements: Susan made a motion to accept the Trust Fund disbursements in the amount of \$1,372.00. Jane seconded the motion, and it passed unanimously.
- Donations:
 - Susan made a motion to accept the office chair from Lynda Du Shane. Linda M. seconded the motion, and it passed unanimously.
 - Susan made a motion to accept the Post Card Albums from Arthur Fitts. Linda M. seconded the motion, and it passed unanimously.
 - Susan made a motion to accept the Gift of Stock valued at \$2,536.58 from Pat Dugan. Linda M. seconded the motion, and it passed unanimously.
 - Susan made a motion to accept the miscellaneous donation in the amount of \$28.57. Linda M. seconded the motion, and it passed unanimously.

- Other New Business: Cindy announced that there will be a public meeting on March 15 at 6:30 PM to discuss South Main Street improvements.
- InterLibrary Loan: Cindy informed Trustees about the current failure of the State's ILL system. There was a brief discussion. No motions were made.
- Other New Business: None

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

The meeting adjourned at 6:27 PM.

Respectfully submitted,
Linda Matchett
Secretary