

Minutes of Tufonboro  
Free Library Board of Trustees Meeting  
October 13, 2016

FINAL

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee :** Marsha Hunter  
**Director:** Christie Sarles

**Meeting called to order at 8:35 AM**

**1.Public Comment:** There was no Public Comment

**2.Minutes:** September Minutes were approved as amended.

**3. Treasurer's Report:** A. The Treasurer's report was accepted as presented. B. The HOPPIN money has been transferred from the Money Market account. C. Peter Sluski has delivered the updated Capital Reserve report. D. The Trustees agreed to transfer \$30,000.00 from the building Fund to a CD if the rates at Holy Rosary were favorable. Mary Ann will check the rates on Friday and email the information to the Trustees.

**4. Librarian's Report:** A. High adult program attendance due to Friends of the Library Annual Meeting which was a wonderful program on coyotes. B. Marjorie O'Donnell is back for the Story Hour. Per the Trustees recommendation she will receive a \$50 per month stipend. C. There are two patrons with long overdue materials. The process for collecting these has gone to police notification and there still remains outstanding fees for materials. Christie offered to send one more notice asking to either return the materials or set up a payment plan before charges will be filed against the patrons. D. The Library will be closed 3 days in November. E. The Library will not follow the Town hours for the Christmas Holiday closing but will be open on the 23<sup>rd</sup> and the 24<sup>th</sup> of December as usual. F. The Town has selected Computer Port to contract for computer repair services. The Trustees will ask the Town to prorate hours that the Library might need to utilize these services since we no longer have a server on site our needs are minimal. G. Christie presented a new hourly schedule that will provide for more open hours without adding any staff. It allows for staff who need to work certain days and times to do so and it provides an opportunity for all staff to work with each other at some point during their shifts. This change will take effect on November 1<sup>st</sup> 2016 and will provide 4 more open hours at a time that patrons have indicated they would like to see the Library open. H. Christie received a letter and a check from John Levesque. John indicated that he was extremely sorry that he had been unable to complete the sign in a timely manner and wished to donate the money back to the Library. The Trustees asked that Christie write him a note thanking him and offering to have him the opportunity to complete the sign by November 1<sup>st</sup> and if this was not possible that we would then take the materials that are completed and hire someone to paint it. I. The heat has been turned on and is working. J. The Library is working with Andy Fitt sell the books that are donated that would not be salable at the Christmas sale.

**5. New Business:** A. The proposed budget for 2017 was approved as amended for presentation to the Budget Committee and Selectmen. B. The CIP Committee accepted our request for \$100,000 for the Capital reserve but felt that it may not be possible due to the Capital capacity and other requests.

**6. Old Business:** A. Next Capital Campaign meeting will take place on Saturday October 22,2016. The case statement is ready and will be emailed to all involved. There is a possibility that a video may be created to encourage giving. B. Discussion of the curbing and sidewalk safety issues took place and Christie will call Jack Parsons again to have him come over to look at the situation and provide some input. Mary Ann suggested that in the meantime we paint the problem areas with orange or yellow paint to indicate that these areas need caution.

Meeting adjourned @ 9:55 AM

**Next meeting: November 10, 2016 @ 8:30 AM.**

Respectfully submitted,  
Mary Ann Murray