

Minutes of Tufonboro Free Library Board of Trustees Meeting
January 8, 2015

FINAL

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray **Alternate:** Marsha Hunter **Directors:** Christie Sarles, Lindalee Lambert **Guests:** Carla Lootens and Anthony Mento

Meeting called to order at 9:05 AM

1. December Minutes were approved with the deletion of The space after Terry Smith in Letter D, under New Business and the addition of the words Library Directors Evaluation: under Old Business.
2. November Minutes: There was discussion brought up by Mary Ann regarding the Motion made in November that the Trustees would not accept anything less than 8,800 square feet for the New Library Building being proposed. MOTION: Gordon moved to amend that motion to read that the Trustees would accept the recommendation of the LBAC for the square footage of the Proposed Building. Mary Ann seconded for the purpose of discussion. After discussion the Motion carried 2-1 with Mary Ann voting against the amendment.
3. **Treasurer's Report:** A. Accepted as presented. B. The Hurlburt Fund check for the Building Fund in the amount of \$4,000 has been received. C. The Trustees Building Fund total now stands at \$256,000, including previous expenditures. D. The Capital Reserve figures are from November ACTION: Christie will contact Peter Sluski to get a more up to date figure. E. Marsha requested that Gordon get the income figure from Fidelity HOPPIN so that she could deposit it for future use. E. Lindalee made note that the year end budget was 100.16% of the original request.
4. **Librarians' report:** A. The Gate count is up, meaning more people have visited the Library this year than last year. B. Although circulation appears to be slightly down, the circulation appears to be healthy as we circulate more than the number of items contained in our collection. Lindalee shared the statistic that since 2004 the circulation has increased by 34%. C. QUESTION: Carla Lootens asked how it was determined that an item would be deleted. The Directors explained that there are many reasons. Some of them are; books/materials become too badly damaged to be circulated, the material was popular and is no longer requested, a periodical is no longer in print. There is also a reference book that helps the Librarian decide if a book should be deleted.
5. **New Business:** A. The Budget Committee was presented with the proposed New Building they did not take any action regarding the proposal and they also did not formally accept the LBAC Report. B. The Selectmen have approved the expenditure of Capital reserve funds prior to Town Meeting in order to get more precise plans for the proposed building which will allow bids to commence sooner and move the process along in order to save money by building earlier and not running into winter weather. C. Anthony Mento from SMP came to measure the shelving and check the furniture that would be moved into and used in a new library. He met briefly with the Trustees and suggested a community meeting to present that plans to the Public for review. He will be the point person from SMP for the duration of the project. (Meeting schedules are included at the close of the minutes.)D. Discussion regarding what role the Friends will play resulted in a request for a meeting with the Friends of the Library scheduled tentatively for January 22 at 9:00 AM, until Shannon Merrin has been contacted. E. The question of a mailing brought a suggestion from Carla Lootens that it would be a good idea. Anthony Mento was still in attendance and said that there could be a printed postcard with a photo of the suggested building on the front. 2,000 postcards would cost \$90. This idea will be presented to the Friends at the meeting. F. MOTION: A motion was made by Gordon and seconded by Paul to allow Gordon to sign a contract with SMP, pending review of the draft contract by the Town's Attorney. Motion carried 3-0

6. **Old Business:** A. Library Directors Evaluation: This matter was tabled until after someone can attend the forum. The Library Directors Evaluation Forum was full and we will need to wait until the next time it is offered to attend. B. After much discussion and some clarification of the request made by Christie at the December meeting. It was decided to table this matter until after Town Meeting and Gordon volunteered to get the information from the hospital and his business in the matter of personal, time sick time and earned time.
7. **Non-Public Session:** Not necessary.

Next meetings.

Regular Trustees Monthly Meeting
February 12, 2015

Special Trustees Meetings with SMP

January 15, 2015 @ 8:30

January 29, 2015 @ 8:30

February 12, 2015 @ 8:30 (if necessary)

General Public Informational Meeting with SMP and Trustees @ TCS

February 19, 2015 @ 7:00PM

Meeting adjourned at 11:30 AM

Respectfully submitted,
Mary Ann Murray