

TUFTONBORO FREE LIBRARY
MINUTES of April 9, 2009

In attendance: Tina Antonucci, Liese Gauthier, Lindalee Lambert and Christie Sarles.

The meeting was called to order at 4:12 p.m.

Correction to the minutes of March 12, 2009 -- Re: IRS compliance: remove the third sentence beginning with "The understanding is that..."

TREASURER'S REPORT: Fidelity--Fidelity is sending forms to Liese to fill out to update account information. Tina and Mary Ann will also be on the forms.

Fuel oil contract--Carroll County Oil has offered the town a price of \$.15 per gallon over rack; however, service is contracted out. Wolfeboro Oil's price is \$2.20; and service would be available through them. Lindalee reported that if we went with Carroll County Oil we should retain plumber Bob Murray as our service provider--he took care of our heating system in the past. Liese will call Wolfeboro Oil to find out if the \$2.20 is a locked in price if it is only the Library and she will email the Trustees her findings.

LIBRARIAN'S REPORT:

Annual State Report was submitted by email today and the cover sheet was signed by the Trustees and will be sent to Tom Ladd.

Kindle--Lindalee reported that the Kindle is almost ready for circulation and we have been working on the payment method because we are not able to use our corporate account to charge the Kindle books. We also need to figure out how to disable our credit information on the Kindle before it circulates. Wii--The Wii system is ready to go and the kiddos are very excited. Friday will be gaming day at TFL with adults 10-Noon; possible younger kids 1-3 p.m.; and school-age kids 3-5 p.m. There was discussion as to whether to count the Wii as a program or as circulation. It will be counted under patronage. The \$600.00 donation for the Wii from the Friends will be credited to Equipment.

FOL update--Upcoming meeting dates: 7/11-Book and Bake Sale; 8/8-

Annual Meeting with speaker Alex Beam, Boston Globe Columnist; 9/19-
Rebecca Rule "The Town Meeting";
10/17-Concert at the Little White Church.

Boat Raffle--Tickets and posters are done up and it was decided that all tickets should be sold only at the Library-the drawing will be held at noon at the Book and Bake Sale.

Yard Sale--Joan Theve will help, along with Tina and Linda MacDonald. Christie will relieve Lindalee at Noon.

OLD BUSINESS--

IRS Compliance--There have been no replies from either the Trustees Association or from the NHAIS list serve. It was decided that all of the Library's subcontractors need to have 1099s and go under the town tax ID#. Liese will give the amounts to Cathy Pounder and she will add those numbers to what the town pays them for one total.

Check Writing Policy--Per the Trustees Manual--"The Director should review all the bills" Liese would like to add to our policy/procedures that the Directors should sign off on all bills with the date and initials.

Interim Space Issues--Carolyn Sundquist found that the money lapses 12/31/2011. We need to have a warrant article to have those monies placed into Capital Reserve at the 2010 Town Meeting.

New shelving has been ordered and Lindalee went in to the Town Office and Town House and found shelving that has been pressed into service. Tina will speak with Carolyn re: meeting the Selectmen, Fire and Police Departments so that all will be informed and show our willingness to cooperate.

NEW BUSINESS:

There was discussion re: Trustees and Librarians must watch that none of us gets "burned out"

We should have a rotating presence at FOL events, and to remember the Trustees actual duties--attending Selectmen's meeting and meeting with other town departments.

Survey: Christie has been working on a Survey to put in with the tax bills. She will find out when they will be mailed. She will also contact Dale Dormody to see if the survey can go on the website.

Upcoming Meetings: May 7th-Tina will be attending the Library Trustees Session of the Attorney General's Office Annual Seminar. May 19th & 20th-NHLA Spring Conference at Attitash in Bartlett--Lindalee may attend and has approval from the board to stay overnight. May 19th-at the Wolfeboro Library--the Jordan Institute will have a presentation of energy efficiency and greenness in public buildings--Tina plans to attend as her time permits.

Proposed Beach Outreach Program--tabled until next meeting

Personnel Policy--It was decided that we need all members present to make policy changes. A Director will check to see if we have the policy in word format, and make corrections, additions/deletions, etc., and email it around. Some matters need to be added and many updated. Tina will email Elizabeth Ives in Derry regarding the policy seminar Tina attended last year. We also need to decide what needs to be changed immediately and then plan to do a major revision as a long-range project.

Christie reports that her term on the CIP Committee is up in June. She was thanked for her hard work on the Committee.

The meeting was adjourned at 5:26 p.m.

Respectfully submitted,

Lindalee M. Lambert

NEXT MEETING: May 14th at 4:00 p.m.