

TUFTONBORO FREE LIBRARY MONTHLY TRUSTEE MEETING
Minutes of June 11, 2009

Present: Trustees: Tina Antonucci, Liese Gauthier & Mary Ann Murray
Librarians: Christie Sarles and Lindalee Lambert
Guests: Carolyn Sundquist

Meeting was called to order at 4:00 PM

Minutes:

Minutes were approved with the following correction. Strike the first sentence under Old Business Letter c. and Letter a. should read, The Wolfeboro Oil Contract has been signed and we are locked into a price of \$2.44 per gallon, which budgets out to \$336.00 per month.

Treasurer's Report

There was nothing new to report. We are on track with the budget.

Librarian's report

Circulation is down about 600 pieces for the year and that tracks again with the days closed due to weather and Holidays. The materials inventory is complete and there are only four pages of lost or missing items. This inventory is done every 3-5 years. The physical inventory of the items in the library such as shelves desks etc. is due next week. Chris Brewster has about \$370.00 worth of work remaining to complete the spring landscape and clean-up. He stopped as he had reached the amount that we had allocated to this project. The Trustees voted to have him complete the remaining work. The Summer Reading Program is ready to go. The title is Food for Thought and there are adults already signed up to sponsor youngsters. Lindalee and Christie will visit the school to advertise the program. The Story Hour planned for Nineteen Mile Bay has been postponed until next year as this is a very short summer for the School District and there would only be one or two sessions.

Old Business

- a. New building Project/Interim Space Issues: There is nothing to report regarding the Building Project as Tina had not had time to contact the Police and Fire Chief. More Interim shelving has arrived. Wi Fi users need to be sent to the Hamel Meeting Room as they are interfering with other patrons when sitting on the floor and plugging in lap tops. They may be able to sit outside during the good weather. A canopy to help with the bright sun on the screen can be setup out back.
- b. Some surveys have been returned and many of those indicated that they would like to see a change in the hours of operation. After some discussion in order to respond to the preliminary results, the Trustees asked that we enter into a trial period of some different hours. The Librarians agreed to meet with the staff and change the hours of operation on Fridays to 1:00 PM-7:30 PM and on Saturdays from 10:00AM-2:00PM. This will allow for some evening hours and an extra hour on Saturdays.
- c. Lindalee will contact Alissa Paquette in order to announce the new hours and the other Library news.
- d. The Personnel Policy is still not uploaded to the computer and Mary Ann will continue to work on getting it uploaded so it can be refined.

New Business

- a.. Mary Ann and Carolyn reported on the Jordan Institute. They both felt that the Institute would be a resource to consult when planning the New Library and Carolyn pointed out that the speaker had offered an energy audit that we could use in the present Library to see how we are doing.
- b. Tina reported on the NHAG's Annual seminar for Library Trustees. She explained that any donations need to be listed on the agenda and that the meeting notice needs to be posted in two places. The notice will be placed on the web page and a sign will be posted on the bulletin board in the front lobby.
- d. We need to formally retire the EIN number and use the Town of Tuftonboro EIN.

Next Meeting : July 11, 2009@ 4:00 PM

Respectfully submitted,
Mary Ann Murray, Secretary