

Minutes of Tuftonboro Free Library Board of Trustees Meeting
October 16, 2014

FINAL

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

Meeting called to order at 9:00 AM

1. September Minutes were approved with the following corrections. Under Librarian's report 3-C it was the State Labor Board that required the High Limit switch, under New Business 4-B it was noted that the meetings would be either in the Library or at Tuftonboro Central School and under New Business 4-E the word "possibly" was removed from this line as all employees were required to attend the meeting.
2. **Treasurer's Report:** A. Accepted as presented. B. Marsha noted that the Fidelity reports had come in and that she had added them after sending the reports out. Fidelity is down this quarter. C. The Trustee's Building Fund now has \$249,345.00 in it. D. Marsha asked that due to the fact that the interest rates on the Now Account and the Money Market General Funds are so close that it would help with her bookkeeping if she could operate mainly from the Now Account and reserve the Money Market General Fund for Hoppin. This Action was tabled until later in the meeting, when it was agreed that the general fund Money Market will be used for Hoppin money only. E. Marsha announced that the Town Check for September had not been sent. ACTION: Marsha will contact Carolyn regarding this matter and hopefully it will be corrected.
3. **Librarians' report:** A. Books continue to out-circulate all other materials. B. Christie explained a new service, Hoopla Web Site, that allows streaming of unlimited copies of Audio Books, E-Books, Movies, TV Programs and Music. The initial subscription cost is \$6,000.00 from which the fee per circulation will be deducted. She has approached the Eaglemere Foundation and the Friends to donate the start-up cost and suggested that once we observed what patrons were using there may be some components that we would not need. She feels that this is a proven company that has been in business for a long time and has a very large number of titles that are current. ACTION: She will pursue the funding in order to begin this service as soon as possible. C. The prices for on site storage to replace the Dearborn garage were very high. Since the building is not scheduled for demolition soon, it was felt that we could possibly seek out empty garage and barn space in town. D. The Town has been required to adopt a Safety Policy for employees. It has not been formally adopted by the Selectmen. This matter was tabled until the Selectmen approve it and at that time it will be formally accepted as part of our Personnel Policy. E. Staff evaluations have begun and the Town Performance Appraisal for Non-Exempt Personnel was presented and tabled until the November meeting for acceptance into the Personnel Policy.
4. **New Business:** A. The budget was presented and reviewed. Gordon mentioned the 30% increase in the NH rates that has already begun on October 1, 2014. He felt that we should increase the electric line to reflect this increase. \$1,000 was added to that line. The budget was approved as submitted. B. The evaluation of the Library Directors by the Trustees was discussed. ACTION: Gordon will attend a Trustee's Workshop regarding this matter on October 29th in Concord. C. The first bill from SMP was discussed and there has been some question as to whether it can be taken from the Capital reserve account. The question has been referred to the Department of Revenue Administration. Paul made the following motion. MOTION: To authorize the Treasurer of the Board of Trustees to pay the initial invoice from SMP if the Selectmen cannot pay it in a timely fashion, with the understanding that the Trustees' Library Building Fund will be reimbursed for said payment. Gordon seconded the motion. Motion carried 3-0. D. There was some discussion regarding the LBAC discussion of a parking lot across the stream. No action was taken as it was felt that we would have a better idea of the direction we are going once SMP comes back with more detailed drawings. E. Friends of the Library will have their Annual Meeting on Saturday beginning at 10:00.

5. **Old Business:** Gordon met with Howie Bean and resolved the service call issue.
6. **Non Public Session:** Not necessary.

Next meetings.

Special Joint Meeting of LBAC, SMP and Trustees
October 23 , 2014 @ 6:00 PM

Regular Trustees Monthly Meeting
November 13, 2014

Meeting adjourned @ 10:30 AM
Respectfully submitted,
Mary Ann Murray