

Tuftonboro Free Library Monthly Trustee Meeting  
Minutes of September 9, 2010

Present: Trustees: Tina Antonucci, Liese Gauthier, Mary Ann Murray

Librarians: Lindalee Lambert, Christie Sarles

Meeting called to order at 3:00 PM

1. Minutes of August meeting: Accepted as submitted
2. Treasurer's Report: Mary Ann calculated and handwrote in the percentages of the year to date expenditures on the Quickbooks report as they are not in the report. She stated that despite several attempts the budget figures have not been imported into the Quickbooks program as in the excel report. Additional information is needed in the excel report including income figures. Mary Ann will put in the income figures in the excel report as soon as possible.

Acceptance of Unanticipated Funds:

\$40.00 from Beverly Bruce Trust towards programs

\$150.00 from the Tuftonboro Islanders Association for programs

3. Librarian's Report: Circulation for June/July/August is 10% above last year. Lindalee and Christie needed to remind a patron that children need adult supervision in the library. The directors alerted the police of a patron that met the legal criteria for overdue materials. There was a staff meeting to review the summer and the staff was asked to take turns shelf reading. The Friends meet on September 18 at 10:30, they will be presented with a wish list for the library. There is an invoice for outside expense for the Town to pay. Diane Mork's invoice will be paid out of IT.
4. Old Business: a. Personnel Policy: tabled to October  
b. The budget was approved by the trustees. The fax line will be cut. There is concern for the amount allotted to oil; however we need to keep the budget flat. It is. Christie will submit it to the town.
5. New Business: a. Alternate to the Board of Trustees: According to RSA's and our bylaws we are entitled to up to three alternate trustees. This is a common practice for smaller libraries. The library has grown enormously over the last ten years and alternate trustees would be beneficial especially when one of the three trustees is unable to attend a meeting. Tina proposed that the Selectmen be asked to appoint Marsha Hunter as an alternate trustee and take over the Treasurer duties again due to her financial expertise as well as her former experience as a trustee. Furthermore, Marsha had expressed an interest in becoming involved in helping the library once again. Mary Ann reminded the board of the fiscally responsible changes that she made and would like the library to keep Quickbooks. Marsha is not currently familiar with Quickbooks and this is a concern for Mary Ann as she feels strongly that we need to keep Quickbooks. Mary Ann suggested that we have two alternates. That was the consensus of the board, and we will consider other candidates although we do not have another recommendation for an alternate at this time. The Trustees voted 3-0 to recommend to the Selectmen that Marsha be appointed as an alternate trustee and take over the treasurer position.  
b. CIP report: Mary Ann would like to move forward with the library if there is no fire station proposed this year. She left the meeting at 4:30. Christie will complete the report online. The trustees will meet with the selectmen to remind them that we have been

providing an increase in services.

The meeting adjourned at 4:45pm

Next Meeting: October 14, 2010

Respectfully submitted,  
Liese Gauthier