

Minutes of Tufonboro Free Library Board of Trustees Meeting
September 12, 2013

FINAL

Present: **Trustees:** Gordon Hunt, and Mary Ann Murray, Paul Matlock **Alternates:** Anthony Lyon and Marsha Hunter
Directors: Lindalee Lambert and Christie Sarles
Meeting called to order at 9:03 AM

1. August Minutes were accepted with the following corrections. Item 3. line three change 900 to 20,000. Also Item 3 line 3 put the letter C. between met. And Gordon and on line 4 place D. before the last sentence of that section. Under 5. New Business line 6 add the words Money Market Account after Building Account.
2. **Treasurer's Report:** A. Accepted as presented. B. Marsha has changed the format of the report to reflect the transfers of money from the Building Fund Money Market Account to the NOW Account so that she is able to write checks.
3. **Librarians' report:** A. Circulation is 2,500 items ahead of last year at this time. B. The Art and Artisan Raffle raised \$920 with much interest in the raffle. C. Gordon handed out the honoraria to the staff in recognition of their extra efforts completing the installation of the KOHA. D. Lindalee showed us a postcard indicating that the Library is 175 years old next year. Discussion indicated that perhaps this could be a focal point as the Fire Department is 75 years old and has focused on that during the building process. E. The new circulation system seems to be working pretty well. F. Moni Zarinsky wants to donate an ash puzzle table for the Children's Room. We do not have any room for it now but we will accept the donation and store it until the new library is built. G. The Ladies of the Lake want to borrow the LCD Projector. Discussion centered around the idea that we have no lending policy for items such as the Projector and tables and chairs. **ACTION:** Christie and Lindalee will work on a policy for review at the October meeting.
4. **Old Business:** A. The Survey results were presented. It appears that the hours are satisfactory for most patrons. There would be no change at this time. Changes that can be effected at this time will be worked on. Some examples of changes are: improving the Travel Section, Offering another Book Discussion Group that would not focus on History and improving the light in the Large Print Edition Section. **ACTION:** Newspaper articles focusing on the changes should highlight these survey results and the subsequent changes. B. Due to the higher cost of the survey Marsha offered to donate the honoraria to the staff and the survey costs will remain in the supplies line.
5. **New Business:** A. The Directors presented the budget which is only requesting \$650 more from the Town Funds over last year. The increase is reflected in the salary line. After some discussion Mary Ann made the following motion and it was seconded by Paul. **MOTION:** Dennis's hourly rate should be raised to \$18.00 per hour due to the increase in his duties and responsibilities as the Technical Support Person. Motion carried unanimously. Christie and Lindalee also have recommended an increase in his hours to 35 which would allow him to receive benefits. The Trustees agreed that it was time and that they would try to negotiate a benefits package for him. B. Gordon presented an update on the construction that was presented to him by Bauen and Tennant. Gordon feels that the estimate is high at this point. The discussion ended with the thought that it would be better to come in with a higher figure and then lower it rather than to try to budget too tightly. He also felt that the contingency was too large and that a 5% figure would be better. The update will be sent to the CIP Committee. C. Mary Ann reminded the group that email should not be used to change motions made at previous meetings. She will contact Adele Knight President of the NHLTA and ask what the rulings are on use of emails. D. Lynley Hall's address will be sent to Gordon so that he can contact him regarding his donation.

Respectfully submitted,
Mary Ann Murray

Meeting adjourned @ 10:35
Next meeting October 10, 2013 @ 9:00AM

