

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
September 6, 2018

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray **Alternate Trustees:** Marsha Hunter and Phyllis Tessier **Director:** Christie Sarles

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

**2. Minutes:** Motion to accept minutes with minor revisions (Gordon) and seconded (Mary Ann). Passed 3-0.

**3. Treasurers Report:** We have donation money coming in. We have not done anything with the Hoppin Fund. Gordon will make sure Fidelity sends Marsha all the statements showing Hopping Fund Balances. We owe ourselves \$1600 dollars. We will discuss Hoppin Fund dispersement next month. Motion to accept report (Paul) seconded (Mary Ann). Passed 3-0

**4. Librarians Report:** A) We had a very busy month. For 4<sup>th</sup> month in a row, books out circulated everything else combined. B) Audiobooks are out circulating downloaded E-books. C) We have 31 new patrons: 19 residents, 3 seasonal, 9 nonresidents. D) We have talked to selectmen about paving the back walk. Jack Parsons will coordinate paving it. E) The raffle generated \$1250, which will be matched as new donations to the building fund. F) Tickets to Tom Ryan selling well. G) A discussion about a patron incident was held but there were no motions and no vote. H) Both of our toilets were replaced. Both are now handicapped accessible. I) We belong to a nonprofit purchasing consortium. They are making a pickup arrangement with Better World Book to take discarded books. J) NH Municipal association needs the trustees contact information.

**5. New Business:**

A) Updated cost estimates: We are about \$75,000 more than last year for total of \$1,997,320, a 4% increase over last year's numbers. A motion was made (Gordon) and seconded (Paul) to adopt updated construction cost figures of \$1,997,320. Discussion: Industry wide increase is anticipated to be 6-8%. Ours is thought to be less because it is a simpler project. The motion was accepted 2-0-1 in favor with one abstention (Mary Ann).

B) CIP Submission: CIP want one by the 12<sup>th</sup>. We will use the new numbers.

C) 2019 Operating Budget: We are going to propose a budget of \$214,084. It will put 4 of 6 of our staff at the top of their pay grade.

**Old Business:**

A) Capital Campaign update: Letters will be sent out. Tom Ryan gala set.

B) Performance Review: Trustees will fill out forms.

Meeting Adjourned 9:15 Motion to adjourn (Paul), seconded (Mary Ann). Passed 3-0.

**Next Meeting:** October 11 at 9:00

Respectfully submitted, Paul Matlock, recording secretary