

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
October 8, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Dennis Guilmette

**Meeting called to order at 8:05 AM**

**1. Public Comment:** none

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

**3. Treasurer's Report:** The selectmen have not determined a COLA (cost of living adjustment) yet.  
Motion to accept treasurer's report (Mary Ann) and Seconded (Paul) Passed 3-0

**4. Librarian's Report:** A) Circulation is good and we expect it to increase. B) The opening went smoothly. C) The hours have been made uniform. D) The sign for the street is being made. E) The furniture has been ordered. E) The new staff is doing well.

**5. New Business:** A) Personnel Policy will be tabled to next month. B) Next opening steps: this will be for use of the building for meetings etc. For the present time, we will allow use by groups less than 15 as long as a trustee or library staff is present. We will keep record of who has attended in case contact tracing is needed.

**6. Old Business:** A) Resilient Group Report: The Resilient Group is responsible for making sure our HVAC system works properly. They have visited the library and changed some settings. They have done some temperature and humidity monitoring. There has been no report. B) Building Final Punchlist: Gordon has spoken with Bauen about finishing the punchlist. C) We will make a new plaque honoring the Hamel and Eglemere foundations for the meeting room that is the same design style as our other plaques.

**Next Meeting:** November 12 at 8:00 at the library

**Motion to Adjourn** (Paul) and seconded (Gordon) Passed 3-0

**Meeting Adjourned:** 9:15

Respectfully submitted, Paul Matlock, recording secretary