

Tuftonboro Free Library Monthly Trustee Meeting  
Minutes of October 14, 2010

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

Librarians: Lindalee Lambert, Christie Sarles

Meeting called to order at 4:00 PM

1. Minutes of September meeting: Mary Ann would like the September minutes to read that her vote to appoint Marsha Hunter to the alternate position as treasurer was with the condition that the QuickBooks program be continued. No one else remembers the condition; however the minutes will reflect it based on Mary Ann's recollection.
2. Treasurer's Report: Marsha provided the reports and plugged in September's expenses into the excel report. She has the files, and no questions at present. She will be present at our next meeting. People's Bank is late with the statements (only the Building Fund statement was in). Tina will contact the branch manager.

Acceptance of Unanticipated Funds:

\$50.00 from Judith and Gregory Herr for Collection Development

\$150.00 from Jane Wilson for Collection Development

\$25.00 from Abenaki Tower and Trail Association for Programs

3. Librarian's Report: Mike Phelps was in to work on the Exit signs. Due to their age, he will need to search for parts. The library still needs covering for the pipes in the bathroom and the parking lot striping needs to be completed in order to finish compliances with the mitigation list. Planning for the Book and Author program is in full swing. Story hour is well attended, in part because two daycares are participating. There is a new library brochure.
4. Old Business:
  - a. Personnel Policy: tabled to November
  - b. Alternate to the Board of Trustees: Marsha Hunter has been appointed.
  - c. Review of Change of Hours: Over the last year the change has been successful. In the future we will look to staying open another night (possibly Tuesday because the Town Offices are open) and having longer Saturday hours.
  - d. Budget: The Selectmen had no big questions. Tina pointed out that the budget is smaller due to decreased donations. The \$1000 allotted to bookkeeping has been spread around.
  - e. CIP Update: The CIP unanimously recommended \$85,000 for capital reserve, depending on remaining capital capacity.
5. New Business: Mary Ann looked at the Local Government Center website regarding e-mail and the right to know law. She suggested that we be sensitive about communicating over e-mail as it could be a violation of RSA 91-A and that we confine e-mails to agendas, meeting times and daily operation. E-mails should be printed and placed in the Trustees Minutes Book. The directors will check with other libraries to see how they handle the preservation of e-mails.

The meeting adjourned at 4:52

Next Meeting: November 18, 2010 at 4:00pm

Respectfully submitted,  
Liese Gauthier

