

Tuftonboro Free Library Monthly Trustee Meeting
Minutes of August 12, 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 July meeting: Accepted as submitted
2. Treasurer's Report: The excel report still needs 2010 budget numbers. Tina and Liese need to complete a signature guarantee for Fidelity. Tina locked in a budget rate with Wolfeboro Oil at \$2.70/gallon. Ben is looking into the warrantee on the new laptop.
Acceptance of Unanticipated Funds:
 - \$100 from Ruth Conway for the Building Fund
 - \$30 from Ilda Barbieri for the Building Fund
3. Librarian's Report: Summer reading was a success. There were 1472 items donated to the Food Pantry and 1232 books read. Mike Phelps has worked on the wiring, and will put in new circuit breakers. The library received the Annual Safety Inspection Report and has begun compliance. Tina will purchase pipe insulation for the hot water in the bathroom. Christie will contact Ron concerning work outside. The town should be billed for outside maintenance. For Community Day, Hannah will set up boxes for Tina to bring. Tina and Liese will be attending. Liese will call Jackie to check on tables and a tent.
4. Old Business:
 - a. Personnel Policy- tabled
 - b. HOPPIN Fund Distribution: The money is being transferred.
 - c. Other: Lindalee thanked Tina for work on the Vacation and Sick Leave Policies. Christie will make certain that all staff has read and initials the final copy.
5. New Business:
 - a. Outsourcing Bookkeeping: Due to the demands of the treasurer's position, the trustees voted to hire a bookkeeper to write checks and prepare reports. The treasurer will sign checks and deposit money. Mary Ann asked that we review the issue in six months, at the end of February.
 - b. Salary Scales: Tina handed out spread sheets.
 - c. Budget Due September 10th: Christie will look at the budget this week. Christie and Lindalee will discuss it the 26th and the trustees will meet on September 2, at 2:00.

The meeting adjourned at 5:45pm

Next Meeting: September 9, 2010 at 4:00pm

Respectfully submitted,
Liese Gauthier