

**TUFTONBORO FREE LIBRARY MONTHLY TRUSTEE MEETING
MINUTES OF APRIL 10, 2008**

Present: *Trustees:* Carolyn Sundquist, Tina Antonucci & Liese Gauthier
Librarians: Lindalee Lambert & Christie Sarles
Visitor: John Tomb

1. **Approval of March Minutes** - The minutes were approved unanimously & will be posted on the Library's website.
2. **Treasurer's Report for March** - The Salary line is up due to the retroactive pay increases approved in the Town Budget. The Building Fund savings account will be renamed accordingly at the bank. The Tomb Fund was reviewed and it was noted that according to its terms all income needs to be spent each year.
3. **Librarian's Report** - Lindalee Lambert reported that monthly circulation was 3,127 (vs. 3,032 in 2007). Nicole Haegar will be gone after the end of the school year. Our fifteen year old volunteer will be hired this summer. Lindalee advised that an additional adult will need to be hired for staffing. This will be three hours more a week than budgeted but the salary line should work out at year's end due to the difference in pay rate. Lindalee and Christie will be attending the NH Library Association's conference on May 21st and 22nd. The Trustees approved the expense of Lindalee staying overnight. Lindalee reported that there have been several requests for fax service recently. Normally, we ask for a donation but Lindalee asked that the Trustees consider instituting a set fee. It was agreed that the charges would be set at \$0.15 per incoming page and \$0.50 per outgoing page for the time being. The Trustees will review the charges and discuss at the May meeting.
4. **Old Business**
 - a. **Trustee Manual** - The Revised NH Library Trustees' Association Manual was reviewed & discussed. An important item to note is that the Town Federal Tax ID number should be used by the Library since it is a public library.
5. **New Business**
 - a. **Building Fund Amount** - Christie Sarles presented a spreadsheet that was prepared of the Building Fund monies received to date. The Building Fund amount will be updated accordingly. The Librarians will maintain a database of the money received as donations, etc. come in.
 - b. **Annual Trustee Conference** - The NH Library Trustees' Association Annual Conference will be held on May 15th. Tina Antonucci will be attending.
 - c. **Other** - Discussion followed re: the proposed letters that the Friends of the Library will be sending. The Trustees and the Librarians agreed that one letter should be sent to the taxpayers in August, instead of one letter to the taxpayers in May and then the membership letter in August. This will allow more time to write the letter and more time to know what place we are in. It was agreed that there is a need to wait until we have a better idea of whether or not we will be on the Town Warrant. It was also suggested that the letter state that every donor automatically becomes a Friend for a year. John Tomb stopped at Library during our meeting. He announced he was going to make a donation of stock to the Tomb Fund with the intent of almost doubling the Fund balance.

Next Meeting May 8, 2008 at 3:00pm

Respectfully submitted,

**Tina L. Antonucci, Secretary
Tuftonboro Free Library Trustees**