

TUFTONBORO FREE LIBRARY MONTHLY TRUSTEE MEETING
Minutes of September 11, 2008

Present: Trustees: Tina Antonucci, Liese Gauthier & Mary Ann Murray
Librarians: Lindalee Lambert & Christie Sarles

1. **Approval of August Minutes-** The minutes were accepted and approved unanimously and will be posted on the website.
2. **Treasurer's Report for August-** Kathy Pounder has been out so the salary figures were not available but the staff has been paid. Oil has been paid and the budget is \$523 per month. The charges for the credit card machine have been automatically deducted from the account. A service charge of \$81.00 and another for \$50.00 for purchasing the machine. We are still trying to keep the bank from withdrawing the \$4.00 charge from the account. Liese will persist in getting them to stop doing this.
3. **Librarians Report-** August circulation was slightly off from last year 3,854 /2008 compared to 4,110/2007, however, Lindalee reported that the average for July and August was still ahead of last year. The Friends of the Library are all set for their annual meeting and Book and Author luncheon. The Friends of the Library will underwrite the cost of the coffee and mugs and it will be ordered. Breaking Ground and Building Beans are the names of the coffee and it will be ordered in both regular and decaf. There were two new staff members hired. Dennis Guilmette was hired for a full-time desk assistant and Karen Mahoney will fill in on Saturday morning. Karen may not work out as she only has Saturdays available and does not have the flexibility that the librarians need. Dennis is preparing a procedural manual and is fitting in well. He has more time available and the librarians will check on his Saturday availability. Twenty seven first graders visited the library and nineteen of them had library cards already. They had to walk on the road to get to the library as the path is impassable. Mary Ann Murray offered to write a memo to the Selectmen regarding this problem. She will take pictures and ask the Selectmen who is responsible for this clean-up. She had been to the Selectmen's meeting on Tuesday and broached the subject. They had no answers other than to say the trees were birch and poplar and should be cut down.
4. **Old Business:**
 - a. **Library Operating Budget-**This matter was brought up again and it was decided to proceed with the new budget as we have in the past. Tina Antonucci will continue to follow up with Melissa Martin.
 - b. **Storm Damage Report-** The rain brought more leakage and ceiling tiles were damaged and Ron LaBranche came and repaired the tarp placement. The shingles are due to arrive on September 12th, 2008
 - c. **Friday Children's Programs-** The School Board voted not to have 4 day weeks so the children's programming for Friday is a moot point.
 - d. **CIP Meeting-**The Trustees need to meet with Jack Widmer and representatives from Citizens Bank, Northway and Ocean to discuss the possibility of going forward with the building plans using a mortgage as opposed to a bond issue. The CIP report showed that no money will be put into the Public Safety Building for FY 09 as they are not ready to go forth. The Trustees felt that this was our opportunity as we are ready. We must now move quickly to get this financing information together. The next CIP meeting is October 1, 2008 and we need to meet with John Simms and Jack Widmer prior to this meeting. Liese will check with the architect and see what his deadlines and thoughts are regarding moving forward. There was also some discussion regarding wind power. Michael Phelps of the Conservation Commission has dropped off some initial investigatory work that he has done with regards to this matter.
5. **New Business:**
 - a. **NH Library Trustees Association Workshops-** The Trustees felt that there was no need to attend any of the NH Library Trustees Association Fall Workshops as we were aware of most of the topics that were to be presented.
 - b. **Seacoast Energy Alternatives -** Tina Antonucci will send an email to the company regarding the storm windows as her question of whether or not the quote includes installation has not been answered. The Trustees felt that we should go forward with the installation due to the high energy costs and the potential savings with the new storm windows.
 - c. **2009 Budget-Preliminary Discussion-** The preliminary budget looked very good. The Student Intern hours were cut to 200 from 370 and the Desk Assistants' positions were increased from 3 to 5 assistants, adding 7 hours to the existing hours. Some discussion centered on the Cost of Living increase. Further study will go into this prior to the submission of the final budget. The energy costs were increased by \$400 for Electricity and \$2,000 for Heat. \$1,400 was budgeted for additional moveable shelving. Building and Grounds budget was decreased from \$9,590 to \$4,000. Telephone was decreased by \$400 to \$1,500.

Next meeting October 9, 2008 4:00 PM

Meeting Adjourned at 5:33 PM

Respectfully submitted,

Mary Ann Murray