

**TUFTONBORO FREE LIBRARY MONTHLY TRUSTEE MEETING
MINUTES OF MARCH 13, 2008**

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

1. **Approval of February Minutes** - The minutes were approved unanimously & will be posted on the Library's website.
2. **Treasurer's Report for February** - Liese reported that the savings account balance now reflects the Building Fund balance and the account is now the Building Fund. Discussion followed re: opening a separate savings account with the minimum required balance in case of unanticipated income. Liese will open a new account. Salaries were lower in part due to a shorter month as well as Nicole Haeger is not working as much and Peggy Garrett is no longer with us. Liese will verify with the Town Office that the salary amount reported to us for Feb. is correct.
3. **Librarian's Report** - Lindalee reported that a nice letter was received from Tim Barretto, the author from First Thursday. A thank you note for Colby's newborn book (from the Friends of the Library) was received from the Hewitt family as well. Lindalee reported that monthly circulation was 3,194 (vs. 2,418 in 2007). This is the first time February circulation has been over 2,500, never mind 3,000! Lindalee & Christie both advised that our new employee, Lynn Dancause, is working out well. Her people skills are great and she is picking up the computer quickly. There is a coverage issue from 4 - 5:30pm as Lynn has to leave most days at 4pm. There is a gap some days; Nicole is filling in for now but she will not be here this summer. Lynn is working the most hours, 28 ½.
4. **Old Business**
 - a. **Revised policies approval** - Carolyn Sundquist made a motion to approve the revised policies, and they were approved unanimously. The Librarians will contact Keith Garrett to add the revised internet policy as a "pop-up" on the computers.
 - b. **Letter to Selectmen re: Hamel Meeting Room Use** - Two weeks ago, the Trustees sent a letter to the Selectmen to address the concern re: use of the meeting room for political purposes. The Trustees have not received a response from the Selectmen; however, the issue was discussed at the Selectmen's meeting. It was agreed that the Trustees should again send a letter to the Selectmen to correct the record and clarify that the policy includes such usage for civic purposes. A letter will include the actual wording of the policy.
5. **New Business**
 - a. **Trustee Manual** - Tabled to next month's meeting.
 - b. **Town Meeting** - Carolyn Sundquist advised that she will resign shortly as Trustee since she was elected Selectmen. Two individuals have expressed an interest in becoming a Trustee. One of the individuals is a member of the Building Team, a member of the Friends of the Library and an active library patron. The Trustees will contact her first to make sure she is still interested. Carolyn reported that the Library Budget was passed. The Trustees need to keep in mind that according to RSA when reporting the budget, the gross amount needs to be reported which includes Town funds and anticipated income.

Next Meeting April 10, 2008 at 3:00pm

Respectfully submitted,

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