

TUFTONBORO FREE LIBRARY MONTHLY TRUSTEE MEETING  
MINUTES OF AUGUST 9, 2007

**Present:** *Trustees:* Carolyn Sundquist, Tina Antonucci, Liese Gauthier & Marsha Hunter  
*Librarians:* Lindalee Lambert & Christie Sarles  
*Guest:* Tom Wallace (architect)

1. **Approval of July Minutes** – The minutes of July 12<sup>th</sup> were approved unanimously & will be posted on the Library’s website. It is noted that in July the Library received an anonymous donation of \$10,000 which is contingent on the Town voting for the new Library at Town Meeting. The donors hope that their donation will encourage other donors to step forward as well. The March minutes were still unavailable for approval.
2. **Treasurer’s Report for July** – Former Treasurer Marsha Hunter advised that everything has been transferred over to Liese Gauthier, the new Treasurer. Liese is now paying the bills, etc. Once the bank statement comes in, Marsha will walk her through generating the Treasurer’s Report. Marsha also reported that the NOW account at Community Bank generates more interest (around 1%) than the savings account there (less than 1%). The PDIP account generates just below 5% interest; we can transfer from PDIP to checking & vice versa on-line. Liese will need to track what part of the working budget is in PDIP. Welcome to new Trustee, Liese Gauthier; thank you, Marsha Hunter, for your dedicated service.
3. **Librarian’s Report** – July was the busiest month ever! The circulation was 3,976 while with 20 open days the computer users were 238! Christie Sarles reported that an entrepreneur has pledged \$75,000 for NH libraries. \$25,000 will be awarded to each of three libraries that have the most new patrons. Christie will obtain more information on this.
4. **Old Business**
  - a. **Policies review and proposed changes** – Discussion postponed until September.
5. **New Business**
  - a. **JLMC Annual Safety Report** – Christie Sarles reported that there were some minor issues that were discovered. The boiler room door needs to be posted “Emergency Exit Only”. In addition, eye wash equipment & “No Smoking” sign by the front door are required. A list of cleaning supplies needs to be forwarded to the Town Office so a log can be created. The Town Office will order the signs & the eye wash equipment.
  - b. **Investment policies and conformance to RSA 31:25** – Carolyn Sundquist reported that a notice was received from the State re: this matter. This applies to the HOPIN Fund. Carolyn will speak with Terry Knowles, the State’s Assistant Director of Charitable Trusts, and the Town’s Trustees of the Trust Funds. Tom Ladd, the State Library’s public library consultant for our part of the State, advised Christie Sarles that there are some sample policies. Lindalee Lambert will research this.

**6. Building Project**

a. **Tom Wallace (architect)** – Tom spoke with Peter Cooperdock & sent him the more detailed site survey. Carolyn Sundquist will contact Peter to find out his timeline on the septic design as Tom needs the location to put on the topographic map. Tom reported that general construction costs are up 4-4.5% which brings the building to \$1.528 Million or \$1.666 Million for the building & site work. He has received proposal from the engineers. WV Engineering submitted a proposal of \$14,000 for the mechanical (HVAC/plumbing) design & \$8,000 for the electrical design; the total is \$22,000 but if they do both the price would be \$20,000. Lewis Burger submitted a proposal of \$13,500 for the structural system & \$19,300 for the civil (drainage, utility & site) design. HE Bergeron is working on a proposal for the structural & civil design. Tom estimates the engineering costs to be \$128,500 (or 7.7% of the project which is in-line). Tom is using the standard AAI agreement which has 5 phases; we are in the schematic phase. Christie Sarles advised that the basement issue has been brought up by past financial supporters & in questions/feedback as being inexpensive space. Tom advised that an elevator would be required if even the space is not open to the public. He feels that the basement would have to be a walk-out basement. Christie also brought up the concept of a value engineering phase. Tom explained that this process is looking at one option versus another (ex. brick which has no/low maintenance vs. vinyl, wood clapboards, cement clapboards, etc.). Christie explained that our supporter suggested it more along the line of hiring an outside consultant to look at the plans for ways to save money. Tom advised that this should be done during the design/development phase and confirmed Christie's comment that it would impact the schedule. Tom had not worked with someone like this before as usually the construction manager performs this as part of his duties. Between now and September 15<sup>th</sup>, Tom will work on the building schematic & explore the basement option. The Trustees would need to pay 75% of the \$128,500 engineering fees before September 15<sup>th</sup>; while 10% or \$12,850 is due for the schematic phase. Carolyn Sundquist advised that the Trustees want to be able to present the project to the Budget Committee & the Selectmen to find out where they stand on the project. Tom will send a letter to us outlining his conversation with us and will be at the next meeting.

b. **Building Committee Meeting at 4 pm (see separate minutes)**

**Next Meeting September 13 2007 at 1:00pm.**

**The Trustees meeting was adjourned at 4:20pm.**

**Respectfully submitted,**

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