

TUFTONBORO FREE LIBRARY MONTHLY TRUSTEE MEETING  
MINUTES FOR JUNE 14, 2007

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

1. **Approval of May Minutes** – Marsha Hunter noted corrections to the minutes she took. The time was 3 pm & V. D. 3. should be Library building planning. The minutes were approved with the corrections unanimously & will be posted on the Library's website. The March minutes were still unavailable for approval.
2. **Treasurer's Report for May** – Marsha Hunter reported that she is waiting for the quarterly check from the Town. She spoke with Cathy Pounder, the Administrative Assistant; the check should be forthcoming. PDIP confirmed the changes. (Carolyn & Tina were added; Ann was removed.) The NH Library Trustees Association dues notice was received; dues are \$20 per Trustee. The Treasurer's report was approved unanimously.
3. **Librarian's Report** – May was the second busiest month ever (with only last August being busier)! There were seventeen downloadable audio books (which the Library did not have to purchase, catalog or store). Wi-fi & computer use is up. Our summer residents are back. The Joint Loss Safety Committee visited yesterday.
4. **Old Business**
  - a. **Bylaws update** – The following by-law changes were proposed:
    - Article II. Membership – Add the language for 1 – 3 alternate trustees.
    - Article III. Section 5. – Add that minutes will be sent to all members within 144 hours (6 days).
    - Article IV. Section 1. – Change meeting date to second Thursday.
    - Article IV. Section 5. – Change a quorum to 2 members.A draft copy of the revised by-laws will be discussed at the July meeting.
5. **New Business**
  - a. **Schedule review of policies** – Carolyn handed out copies of the current Library policy for our review. It should be reviewed every 5 years and was last reviewed in 2002 so we are right on schedule. Any proposed changes will be discussed at the July meeting.
  - b. **CIP** – Christie Sarles reported that the CIP would like to have their advisory report to the Selectmen by mid September. The report will lay out projects by priority for the next ten years. The department heads need to have their forms to the CIP by July 15<sup>th</sup>. The Library's CIP contact is Ellen Laase as Christie is on the CIP as a community member.
6. **Building Project**
  - a. **Building Committee Meeting on Saturday 6/23 10 am**
  - b. **Report on 6/7 seminar** – Carolyn & Christie spoke briefly re: the NHMA seminar they attended. They found that we are on the right track with forming the Building Committee and the work that Terry Smith has done on our communication points. The info that they gathered at the seminar will be used at the meeting on June 23<sup>rd</sup>. Christie advised that it is important to create a task list & timeline.

- c. **Tom Wallace** – Tom presented a layout based on his conversation with Christie & Lindalee. The director office and staff lounge areas were swapped. There was an adjustment to the computer area and small windows for ventilation were added to the public restrooms. In order to move forward with a full-scale draft drawing, Tom advised we will need a signed agreement. He should have the agreement and a firm number for his fee to us by July 20<sup>th</sup>. Tom also presented a rough project schedule. At the Design Development Phase, we will have a better idea if we can move forward further in the process. Tom recommended a General Contractor qualification process with 5 GC's being ideal. Tom also did some sketching with the triangular windows. The flat ceiling would have wells in it to let the window light in and will allow us to take full advantage of wall space for book shelving.
- d. **Authorization for Peter Cooperdock to proceed with septic design** – Carolyn Sundquist made a motion to authorize Peter Cooperdock to proceed with the septic design for the new library, seconded by Marsha Hunter & approved unanimously.

**7. Next Meeting July 12 2007 at 3:00 pm**

The meeting was adjourned at 4:20pm.

Respectfully submitted,

Tina L. Antonucci, Secretary  
Tuftonboro Free Library Trustees