Minutes of Tuftonboro Free Library
Board of Trustees Meeting
January 9, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee:** Marsha Hunter **Director:** Christie Sarles

Meeting called to order at 11:00AM

1. Public Comment: none

2. Minutes: Motion (Mary Ann) to accept minutes with one small correction and seconded (Paul). Passed 3-0

3. Treasurers Report: We ended up at 98.8% of our budget. Motion to accept report (Mary Ann) and seconded (Gordon) . Passed 3-0

4. Librarians Report: A) December was shortest month for days open and reflected in the circulation numbers. B) After construction ends, we will go back to 40 hours C) We had 153 new patrons for the year. D) We will start charging Wolfeboro patrons next week. E) Christie will start working on the annual report for the town. F) The Friends did a great job with the annual meeting. G) Christie will write a letter to the selectmen requesting the Hurlburt trust funds.

5. New Business: A) Alternate Trustee: Phyllis has resigned due to her move to Wolfeboro. We need a new person. B) Moving Plans: People want to help with the move. We will have sign- up sheets for helpers.

Old Business: none

Motion to adjourn the meeting (Gordon) and seconded (Paul) at 11:40

Next Meeting February 13 at 10:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
February 13, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee:** Marsha Hunter **Director:** Christie Sarles

Meeting called to order at 11:00 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) seconded (Mary Ann). Passed 3-0

3. Treasurers Report: We have received this year's contribution from the Tomb trust. The capital reserve funds have all been spent on the addition. After the privately raised money, which was pledged at town meeting, has been spent, all other bills will be sent to the town to be paid out of the amount approved at town meeting for the construction. This will leave some privately raised money (these funds include that which came in after town meeting and the added interest on the total amount). This remaining money will be used for ancillary expenses below $500 and larger amounts will be billed to the town. Motion to accept report (Paul) and seconded (Mary Ann) Passed 3-0

4. Librarians Report: A) Books still out circulate everything else. B) WiFi use is still up. C) 3 people from Wolfeboro became permanent members of our library. D) Hurlburt Trust is realigning their goals and it appears that there will no longer be small amounts for the library.

5. New Business: Naming Opportunities: Our major donor would like something in the building dedicated in their parents' name and would like this to be the childrens' area. Other major donors will be approached about naming desires. We are considering a video picture frame with a rolling display to honor other donors.

Old Business: Alternate Trustee: Names were discussed.

Meeting Adjourned 11:40

Next Meeting March 12 at 10:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
March 12, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee:** Marsha Hunter, Jamie O'Hagin **Director:** Christie Sarles

Meeting called to order at 11:04 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) seconded (Mary Ann). Passed 3-0

3. Treasurers Report: We have $8,000 in new donations. We have almost spent all the money we have committed to. Motion to accept report (Paul) and seconded (Mary Ann) Passed 3-0

4. Librarians Report: Circulation was down because we were closed for snow and the move. Overdrive and Hoopla were widely used while we were closed.

5. New Business: A) Corona Virus: Christie has a copy of the town policy (also the states) for pandemics. We have wipes in both bathrooms and the front desk. Toys that are not easily cleaned have been put up. We will not open with fewer than two people. We are monitoring the policies of other libraries. We will talk again on the 26th. B) We discussed the potential donor and our response. C) Any donors that have not redeemed their pledge will get a phone call from Gordon. D) The Hoppin Fund is over and we now have control of the monies. Motion Gordon seconded Mary Ann: Close the money market fund associated with the Hoppin Fund. Passed 3-0. The other money will be left where it is. E) Future Staffing: Mary Ann is leaving and people have been sending in applications. Christie would like to retire by the end of the year. This will be talked about in our April meeting.

Meeting Adjourned: 11:53

Respectfully submitted, Paul Matlock, recording secretary

Next meeting will be April 9 at 10:00

Minutes of Tuftonboro Free Library
Special Board of Trustees Meeting
March 15, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee:** Marsha Hunter, Jamie O'Hagin **Director:** Christie Sarles

Meeting called to order at 1:15 PM

The purpose of this meeting is to determine the appropriate library response to covid-19. We will do the following:

1) No new meetings at the library until further notice.
2) We will follow the school district and close when they close. We will allow patrons to call with requests from the card catalog and staff will bring books/movies out to the car.
3) Book pickup will between 1:00 and 2:30
4) If Tuftonboro town shuts down completely we will shut down completely.
5) No ILL (interlibrary loans) until further notice
6) No returns until the library reopens

Meeting Adjourned: 1:42

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
May 29, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Christie Sarles, Library Representative: Dennis Guilmette

Meeting called to order at 10:00 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) seconded (Mary Ann). Passed 3-0

3. Treasurers Report: For the new addition, we still have $134,000 in town funds but expect to be paying Bauen $93,000 from those funds. We have $74,000 left of our cash left and 29,000 left in unfulfilled pledges.

4. Reopening the Library: The governor has extended the stay at home order for two more weeks. We want to take returns and open up curbside pickup as soon as possible consistent with safety and the governor's guidelines. Our plan, which Gordon will present to the selectmen Monday, is to start taking returns on June 2 with a goal of curbside pickup around June 16, depending on the governor's guidance. The time differential will allow us to sort out our collection as many items are out. All returning items will be placed in the book drop during open hours. We would like to call back staff and go back to 40 hours a week. We will announce we will take returns after the selectmen's meeting.

5. Finding of webex Meetings: Christie has been doing Webex meetings with other library directors. A) One of the topics was online summer programs, but people are fatigued with online meetings so there is little support for this. Therefore, it is unlikely we will have summer programs. B) What we will have is a state program called Read Squared which is a way to keep track of summer reading. We will have a customized web program that uses our card catalog to identify titles. C) No date for inter library loan resumption. It depends on other libraries being open. D) The State Library has contracted with Steadfast Distillers to provide hand sanitizer to the libraries. E) The state is applying for a grant under the Cares Act to extend broadband to rural libraries and provide chromebooks and tablets.

5. New Business: A) Adam from Bauen wants to do training soon in groups of 2 or 3. 6/4 or 6/5 are target days. B) We have a quote from Knight Security for installing panic button for $330. We will go ahead with this. C) Pole lights: We have a quote from Giguere for $9000 for three lights. Gordon thinks it is too expensive.

6) Staffing: Deidra will have reduced hours for the foreseeable future. Marianne is gone and will not be replaced until we have more normal operations.

Next Meeting: June 11 at 8:00.

Meeting Adjourned: 11:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
June 11, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Christie Sarles, Library Representative: Dennis Guilmette

Meeting called to order at 8:00 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes with minor corrections (Gordon) seconded (Mary Ann). Passed 3-0

3. Treasurers Report: The final bill from Bauen is not in. Motion to accept report (Gordon) and Seconded (Paul) Passed 3-0

4. Librarians Report: A) Ancestry.com has been very popular with patrons. B) ILL is still not reinstituted. C) The system to check in books is going well. D) All returned items are being quarantined for 7 days. E) The staff starts back on Tuesday. F) We took in $1000 to the building fund. G) The Friends will not have a gala this year. H) Our volunteer hours are up – mostly Kevin and the Garden Group.

5. New Business: There are no plans to reopen the library at this time, but curbside pick- up starts on the 16th. This is consistent with the rest of the state. Most libraries are following their town's leads. There is no way to enforce the wearing of masks. As a result of all this, we are not ready for the next step yet

Next Meeting: July 9 at 8:00.

Meeting Adjourned: 8:50

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
July 9, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Christie Sarles, Library Representative: Dennis Guilmette

Meeting called to order at 8:00 AM

1. Public Comment: none

2. Minutes: Motion to accept June minutes with one typo correction (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurers Report: Motion (Gordon): Close Fidelity Building Fund account and move the money to our money market account. Seconded (Mary Ann) Passed 3-0. Gordon will find out how much we still owe Bauen. Motion to accept report (Gordon) and Seconded (Paul) Passed 3-0

4. Librarians Report: A) Checkouts exceed renewals, although overall circulation down. B) On line circulation is up. C) Dennis has developed a drop down menu so people can see new books online. D) The library is busy but concierge service is labor intensive. E) 3 new library cards were issued. F) WiFi usage is up. G) Wolfeboro Library is partially open but they are taking precautions we do not have the staff to do (cleaning twice a day, following patrons around and wiping down after them, for instance). We are working on a plan but it is requiring a lot of thought, especially since we are down one staff member. The peril is that if one staff member tests positive, we will have to close the library and do a deep cleaning by a professional cleaning service.

5. New Business: A) Library staffing: Christie will retire at the end of August. Christie thinks Dennis should succeed her and has been doing the job anyway while Christie was doing fundraising and other activities. Lynn might be able to take on children's program responsibilities and we could hire another part time person to do adult programs. Dennis is interested in coordinating book and author lunches. Gordon would like a formal interview with Dennis on Thursday, July 23 at the Town House at 8:00. B) Building punch list: The list of remaining items was reviewed. The list for Bauen was small.

Meeting Adjourned: 9:15

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
August 13, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Christie Sarles, **Library Representative**: Dennis Guilmette

Meeting called to order at 8:00 AM

1. Public Comment: none

2. Minutes: Motion to accept July minutes with one minor correction (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurer's Report: The Fidelity Building Fund has been closed and the money received. Motion to accept report (Mary Ann) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Circulation is increasing. B) 4 new library cards were issued. C) Wifi use is up. D) The Readers' Choice Group is starting up via Zoom. E) We are only purchasing museum passes for local museums this year. D) The Friends are being provided with a wish list. E) Chris will contact Chip Albee about the Hurlburt trust. Chip is a trustee. Money from the trust is in our budget and we would like it know if we can expect money from the trust.

5. New Business: A) Limited Reopening Plans: Gordon thinks we can open for a limited number of hours. Staff feels OK with that. We hope to open on September 15 at the latest. We need to have new hires in place and rearrange furniture before opening. Dennis and Christie will make a proposal for hours and develop a protocol. We will have a meeting on the 27th to discuss the opening of the library. The meeting will be at the library. B) Building needs prior to reopening: Dennis presented furniture needs for the library. C) Final punch list: the items still needing to be done were discussed. Gordon will send a list to Bauen.

Motion to enter non-public session under RSA 91-A:3, II(b) The hiring of any person as a public employee.

Roll call to enter nonpublic session: Gordon Hunt Yes
Mary Ann Murray Yes
Paul Matlock Yes

Enter nonpublic session at 9:33

Other persons present: Marsha Hunter and Jamie O'Hagin – alternate trustees and Dennis Guilmette – library representative

The library needs to hire a replacement for Marianne and a second hourly employee to replace Dennis, who is taking over Christie's position. We are filling empty positions and there is no increase in staff. We have two good candidates: Liese Gauthier and Barbara Widmer.

Motion to go out of nonpublic session (Gordon) and seconded (Paul) Passed 3-0

Motion: To approve the hiring of Liese Gauthier and Barbara Widmer (Mary Ann) and seconded (Paul). Passed 3-0

Public session reconvened at 9:45

Motion to adjourn 9:45

Meeting Adjourned: 9:15

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
September 18, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Dennis Guilmette

Meeting called to order at 9:25 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurer's Report: Another pledge came in. Motion to accept treasurer's report (Mary Ann) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Reopening has gone well. Visiting has been steady and everyone has worn a mask. B) Dennis wants to go to consistent (same every day) hours leaving an hour for cleaning. C) Dennis has a proposal for a sign by the road. The price is $6500 without a letter set. Due to setback requirements, it will have to go where the existing sign is. Motion (Gordon) and seconded (Paul): It was decided to move forward with the purchase of the sign with a price of $6500 and letter sets will purchased with funds coming from the building fund. The motion passed 3-0. D) Some of the furniture has been ordered. All the children's furniture will be replaced. E) Dennis presented us with the personnel policy which needs updating.

5. New Business: A) A problem was found with wood swelling and opening joints. Everything will be fixed and we will not be paying for it. B) 2021 budget: Town has not set COLAs (cost of living adjustment). Dennis has updated the budget. C) The Meural electronic picture frame that will display the names of donors will also display pictures of the new library by a professional photographer hired by SMP at no cost to us.

Next Meeting: October 8 at 8:00 at the library

Meeting Adjourned: 10:15

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
October 8, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Dennis Guilmette

Meeting called to order at 8:05 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes with a minor correction (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurer's Report: The selectmen have not determined a COLA (cost of living adjustment) yet. Motion to accept treasurer's report (Mary Ann) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Circulation is good and we expect it to increase. B) The opening went smoothly. C) The hours have been made uniform. D) The sign for the street is being made. E) The furniture has been ordered. E) The new staff is doing well.

5. New Business: A) Personnel Policy will be tabled to next month. B) Next opening steps: this will be for use of the building.for meetings etc. For the present time, we will allow use by groups less than 15 as long as a trustee or library staff is present. We will keep record of who has attended in case contact tracing is needed.

6. Old Business: A) Resilient Group Report: The Resilient Group is responsible for making sure our HVAC system works properly. They have visited the library and changed some settings. They have done some temperature and humidity monitoring. There has been no report. B) Building Final Punchlist: Gordon has spoken with Bauen about finishing the punchlist. C) We will make a new plaque honoring the Hamel and Eaglemere foundations for the meeting room that is the same design style as our other plaques.

Next Meeting: November 12 at 8:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0
Meeting Adjourned: 9:15

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
November 12, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Dennis Guilmette

Meeting called to order 8:00 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes with minor corrections (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurer's Report: Motion to accept treasurer's report (Mary Ann) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) The Selectmen and Budget Committee approved the budget. B) Circulation is good. October was 85% of last years. C) The mural is done. D) The new road sign is here but we won't have letters for a couple of months. E) The children's furniture is on order and other furnishings are coming. The only things not ordered are a dvd player, a clock for the circulation desk, outside tables and chairs, and comfortable seating chairs. F) Dennis has been working with the Friends and we will do a zoom Polar Express. The Friends are putting together gift bags for use at home during the Polar Express.

5. New Business: A) Covid in the library update: There are local cases. We will monitor what the school is doing and act accordingly. We might have to take a step backwards. B) Winter Preparedness: Curbstops need pulling. The snow shoveler needs to be contacted. C) Library Access for the Elderly: We should have a walker with seat. Dennis will order one. Large print books could be closer to the circulation desk. Dennis does not like the large print books there and will see if the large print books can be moved.

6. **Old Business;** A) Employee Policy: Motion to accept changes proposed by Dennis (MaryAnn) and seconded (Paul), passed 3-0. B) Building Punchlist: The crash bar in the main entrance does not work properly and will be added to the punchlist. Dennis will make up a revised punchlist, send to Grodon who will send it to Bauen.

Motion to Adjourn (Paul) and seconded (Mary Ann), passed 3-0

Next Meeting: December 10 at 8:00 at the library

Meeting Adjourned: 9:08

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
December 9, 2020

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustees:** Marsha Hunter and Jamie O'Hagin, **Director:** Dennis Guilmette

Meeting called to order at 8:05 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes with a minor correction (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurer's Report: Motion to accept treasurer's report (Mary Ann) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Circulation statistics are almost on par with last year. B) Virtual Polar Express went really well with 75 people attending, about the same as attended in person last year. C) Most of the furniture has come in.

5. New Business: A) Building Ventilation Remediation: Gordon has an E-mail from Anthony and follow up from the engineer. A dehumidification system for the building was recommended. We were informed that because the building is underutilized, there was not enough humidity to cause the air conditioning to come on and control the humidity at the lower design level. The cost of a dehumidifier would be on the order of $10,000. Otherwise, until we go back to full usage we will continue to have problems. It might be possible to file an insurance claim as a Covid related claim. B) Covid in the library: 2 or 3 groups using library have gone virtual. We will close the meeting room until after the first of the year. Libraries around the state have different responses. We are prepared for going back to curbside if necessary.

6. Old Business: Personnel Policy: We will discuss this at a later date.

Next Meeting: January 14 at 8:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0
Meeting Adjourned: 9:00

Respectfully submitted, Paul Matlock, recording secretary