Minutes of Tuftonboro Free Library
Board of Trustees Meeting
January 13, 2021

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 (Gordon) and seconded (Mary Ann). Passed 3-0

3. Treasurer's Report: Our expenditures were below budget for the year. Motion to accept treasurer's report (Mary Ann) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) December circulation, especially books, was up and over last year. B) The Friends annual meeting, held on Zoom, was a success. C) Dennis is working on refreshing the web site.

5. New Business: A) Bauen Response to HVAC issue: It will cost $10,940 to add a dehumidifier and $1750 to repair the swollen woodwork. Bauen will do the work without mark up. It is not an insurable loss. Motion: Authorize Bauen to proceed with the installation of the dehumidifier as well as the trim remediation (Gordon) and seconded (Mary Ann). Passed 3-0. B) We will get about $4000 from the New England Electric Coop for the energy saving items installed in the library. C) Alternative Meetings for the Trustees in a Quarantine situation: Jamie is going to be quarantined for about 5 weeks during the summer. We agreed that remote attending of the trustees meeting will be possible. D) Use of the meeting room by small groups will be allowed.

6. **Old Business;** none

Next Meeting: February 11 at 8:00 at the library

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

Meeting Adjourned: 8:45 AM

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
February 11, 2021

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 minor corrections (Gordon) and seconded (Paul). Passed 3-0

3. Treasurer's Report: There are no outstanding bills for the building but we still have items to order. Motion to accept treasurer's report (Gordon) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Circulation is down a little from last month, mostly due to DVD circulation. B) Our bar-coding project is finished. C) The new website would cost $825 to set up and $400 a year to maintain. Motion: Proceed with new website (Mary Ann) and seconded (Paul). Passed 3-0. D) We may buy story hour programs that we can offer on line or post on the web site.

5. New Business: A) Trustee Position and Alternates: Gordon is up for reelection this year, not Mary Ann, who thought she was and was planning on retiring. There are two options to handle this. In the first, Gordon will have to be our alternate. In the second, Mary Ann resigns and the selectmen assign Gordon for a year at which point he can run again. B) Spring Building Projects: What else need to be done? We will get a new flag pole. We still need indoor and outdoor furniture. Gordon would like to see more landscaping. Paul will talk with other gardeners.

6. Old Business: A) HVAC and Trim Update: Everything has been ordered. Then the trim will be fixed. B) All the paperwork for the rebates from the Coop have been filed and the money received. The amount was $5800.

Next Meeting: March 11 at 8:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 8:40

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
March 11, 2021

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

Meeting called to order at 8:05 AM

1. Public Comment: none

2. Minutes: Motion to accept minutes with two minor corrections (Mary Ann) and seconded (Jamie). 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 statistics were solid for February. B) DVD circulation came up a bit, perhaps because they are being separated by genre. C) Story time has resumed virtually. D) Dennis is working on patron record clean up. E) The rest of the internal furniture has been ordered. F) We are accepting book sale donations again.

5. New Business: A) Trustee Position and Alternates: The selectman can appoint trustees to open position. Mary Ann presented a letter of resignation. Motion (Paul) and seconded (Jamie): to accept Mary Ann's resignation and to encourage the selectmen to appoint Gordon to fill the rest of Mary Ann's term. Passed 3-0. Meeting Room Entrance Icing Situation: The roof drips and creates an icy situation. We need gutters with heat tracing to lead the water away. Dennis will ask Derek to look into this.

6. Old Business: A) Spring Building Projects: A new flagpole with internal halyard will be $1479. We should order it now. Motion (Mary Ann) and seconded (Paul): Order the new flagpole. Passed 3-0. Dennis would like to pressure wash the brick. B) HVAC and trim update: The de-humidifiers are here and installation will start shortly. After that, Bauen will come in to fix the trim.

Next Meeting: April 8 at 8:00 AM

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

Meeting Adjourned: 8:50

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
April 8, 2021

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

Meeting called to order at 8:00AM

1. Public Comment: none

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

3. Treasurer's Report: We have a $5,000 donation from what had been the former Eaglemere Foundation. Motion to accept treasurer's report (Jamie) and Seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Statistics are pretty solid but we cannot compare them to last year due to covid. B) Dennis talked to Derek about the rain gutter for the rear door to the meeting room and Derek will get us an estimate. C) There is a sulfur smell in the storage room. Dennis has called a plumber about this. Gordon suggested calling Ron Thurston if we continue to have problems. D) All of the indoor furniture is here. E) The new web site is in development.

5. New Business: A) Organization of the trustees: Motion: Reappoint Gordon as the Chairman (Jamie) and seconded (Paul). Passes 2-0 with one abstention. Motion: Reappoint Paul as secretary (Gordon) and seconded (Jamie) Passed 2-0 with 1 abstention. Motion: Reappoint Marsha as treasurer (Gordon) and seconded (Jamie) Passed 3-0. B) Alternate Trustees: Dennis has some people in mind. Dennis will reach out to some of them. C) Meeting times: We might have to adjust meeting times in the fall for Jamie's schedule.

6. Old Business: A) Landscaping: Gordon would like to see some large bushes by the new main entrance. B) The dehumidifiers are in place. One needs some parts before it is operational.

Next Meeting: May 13 at 8:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 8:30

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
May 13, 2021

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

Meeting called to order at 8:00 AM

1. Public Comment: none

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

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

4. **Librarian's Report**: A) Book circulation is on par with previous years. B) DVD circulation is way down. C) Picnic tables and benches for outside are ordered. D) We still have the odor problem with the water. It is thought the problem is with the water heater. The plumber says that the anode could be replaced and solve the problem. E) The library has been inspected by the Joint Loss Committee and found two minor things that should be fixed. F) The new web site will be a priority for Dennis in the next weeks. G) The Checkers Library Reading program is going on line.

5. New Business: A) Covid Procedure Update: We will continue to follow CDC and Town policies. We will reduce book quarantining to 24 hours. We will go back to our old sick time policy in the absence of a positive covid presence. Dennis thinks it is OK to start using the meeting room after hours with a maximum size of 20 people as long as the organizer gets a list of people attending for contact tracing and gives the list to the library. B) Building Dedication: We would like to do something. Marsha wonders about doing something around Old Home Week in August. We will gather ideas for what we might do.

6. Old Business: A) Spring Building Projects: The flag pole is here but will not be installed before Memorial Day. B) HVAC and trim update: The de-humidifiers are in and we are waiting for Bauen to fix the trim.

Next Meeting: June 10 at 8:00 AM

Motion to Adjourn (Paul) and seconded (Jamie) Passed 3-0

Meeting Adjourned: 8:40

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
June 10, 2021

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin **Alternate Trustee:** Marsha Hunter, Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 8:00AM

1. Public Comment: none

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

3. Treasurer's Report: Nothing special this month. Motion to accept treasurers report (Paul) and seconded (Gordon) Passed 3-0

4. **Librarian's Report**: A) Circulation is still down a little bit, with book circulation holding. B) Dennis is working on the new web site. C) The Checkers Library TV has started for childrens book reading. D) We had a request to post financial reports online. We will put a note on line that financial reports are available on request.

5. New Business: A) Covid Procedures: We will check what the town is doing. At the end of the school year, we will not require masks for fully vaccinated people and recommend masks for the unvaccinated. We will allow the meeting room to be used for groups less than 40. B) Building Dedication: The Friends are looking for a time slot at Old Home Days to have an event. Details to be determined.

6. Old Business: A) Spring Building Project: The new flag pole will be installed, hopefully next week. B) Our outside light replacement is on back order. C) The humidifier has been going a couple of months so it is time to fix the trim. D) The anode on the water heater is supposed to be replaced today.

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

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 8:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library
Board of Trustees Meeting
July 8, 2021

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin **Alternate Trustee:** Marsha Hunter, Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 8:00AM

1. Public Comment: none

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

3. Treasurer's Report: Nothing special this month. We received a donation to the building fund of $1500. Motion to accept treasurers report (Paul) and seconded (Jamie) Passed 3-0

4. **Librarian's Report**: A) Circulation of books was good, almost up to previous years. B) DVD circulation is still down significantly. C) We have 10 new patrons for June. D) The summer reading is going well.

5. New Business: A) Building Projects to be Completed. We have asked for a quote to illuminate the flagpole. That would cost $1200. We will get this done. Redoing the trim will cost $1700. We still have $5400 to be billed for indoor furniture. Gordon would like to see more landscaping in the front. Paul will talk to Jeremy. Gordon will arrange to have mulching done.

6. Old Business: None

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

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 8:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
August 12, 2021

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin **Alternate Trustee:** Marsha Hunter, Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 8:00AM

1. Public Comment: none

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

3. Treasurer's Report: Nothing special this month. Motion to accept treasurers report (Paul) and seconded (Jamie) Passed 3-0

4. **Librarian's Report**: A) July was a busy month. B) We got 20 new patrons. C) The summer reading program concluded last week. It went well. 31 children signed up.

5. New Business: A) Building Celebration. Monday before the celebration the gardens will be mulched. Gordon will have the landscaper person look at the drainage issue on the far side of the driveway to see what can be done. B) Preplanning for renewed pandemic: We will see what the town and the CDC recommends.

6. Old Business: none

Next Meeting: September 9 at 8:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 8:25

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
September 9, 2021

Present: **Trustees**: Gordon Hunt, Jamie O'Hagin. **Alternate Trustee**: Marsha Hunter. **Director:** Dennis Guilmette

Meeting called to order at 8:00am

1. **Public Comment:** None

2. **Minutes:** Motion to accept minutes (Jamie), seconded (Marsha), passed 3-0

3. **Treasurer's Report:** Building fund was used for furniture. We are still waiting on a bill for lighting the flagpole. We also need to finish the rain gutter by the rear entrance. Motion to accept treasurer's report (Jamie) seconded (Gordon) passed 3-0

4. **Librarian's Report:** A.) 16 new patrons and circulation at about 90% of pre-COVID numbers. B.) collected over 500 items for donation with summer reading C.) new website goes live on Tuesday. D.) STEM-to-go kits are new items in the children's area E.) Friends of the Library wish list is coming up: we are thinking of asking for metal detectors, binoculars, maybe cake pans. A puzzle exchange would be nice.

5. **New Business:** 1. Budget season: waiting for COLA from state, Dennis has a draft of the proposed budget with some minor adjustments needed. 2. Meeting times for the future: possible change to 4pm second Thursday of the Month, pending discussion with Paul and Kristen. Saturday at 9 or 9:30 is also an option (must be posted at least 24 hours prior to meeting).

6. **Old Business:** None

Next Meeting: possibly October 14, pending discussion

Motion to adjourn: Gordon, seconded Marsha

Meeting adjourned at 8:40

Submitted by Jamie O'Hagin on behalf of Paul Matlock

Minutes of Trustees Meeting
October 14, 2021

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin **Alternate Trustees;**Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Gordon) and seconded (Jamie). Passed 2-0, 1 abstention

3. Treasurer's Report: Nothing special this month. Motion to accept treasurers report (Paul) and seconded (Jamie) Passed 3-0

4. **Librarian's Report**: A) Circulation for September was the highest since 2018. Book circulation was highest since 2015. B) Groups have been returning to the meeting room and the use has increased from the last time it was open. C) Dennis booked the Polar Express. We don't know if it will be virtual or in person. D) Lynn has been going to the school for story time. E) Dennis moved the stacks back to make more room in the old part of the library

5. New Business: A) Dennis would like to be closed Christmas Eve Day. Motion (Gordon) and seconded (Jamie): We will close Christmas Eve day. Passed 3-0. B) Meeting Schedule: We will meet second the Thursday at 4:00. C) Gordon will stake out the property for how the plowing should be done to preserve the river rock.

6. Old Business: none

Next Meeting: November 18th at 4:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:20

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
November 18, 2021

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

Meeting called to order at 4:00 PM

1. Public Comment: none

2. Minutes: Motion to accept minutes (Jamie) and seconded (Paul). Passed 3-0

3. Treasurer's Report: Nothing special this month. Motion to accept treasurers report (Paul) and seconded (Jamie) Passed 3-0

4. **Librarian's Report**: A) Book circulation is on a par with pre covid levels. B) There were 8 new library cards issued this month. C) The meeting room use continues to be strong. D) The Polar Express will be virtual this year. E) Dennis would like to do a holiday open house.

5. New Business: A) Covid Procedures: We will keep our current policies through the winter unless things get worse or the town or state change their guidelines. B) Building Winter Preparation: Gordon is trying to get the flagpole lights on a timer. The back entrance ice remediation is not finished. Dennis is working on it. Gordon is going to stake the parking lot for plowing to protect the river rock.

6. Old Business: none

Next Meeting: Scheduled at the library on December 16th at 4:00 unless there nothing is pressing. If we have no new business the meeting will postponed until January 13, 2022.

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
December 9, 2021

Present: **Trustees:** Gordon Hunt, Paul Matlock and Jamie O'Hagin **Alternate Trustees;**Marsha Hunter and Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

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

3. Treasurer's Report: Our cash on hand due to changes that have been made during the pandemic, construction, and non-town income had presented us with an unanticipated large cash balance.
To rectify this, we would like to make an adjustment on our 2022 budget to lower our cash on hand. Gordon would like to reduce our budget next year by $15,000 to reduce our cash on hand. This is a one year adjustment and we will study the situation again in anticipation of the 2023 budget. Motion (Paul) and seconded (Jamie): Reduce the budget request for next year by $15,000. Passed 3-0. Motion to accept treasurers report (Paul) and seconded (Jamie) Passed 3-0

4**. Librarian's Report**: none

5. New Business: none

6. Old Business: none

Next Meeting: January 13, 2022 at 4:00 at the library

Motion to Adjourn (Paul) and seconded (Gordon) Passed 3-0

Meeting Adjourned: 4:35

Respectfully submitted, Paul Matlock, recording secretary