Minutes of Trustees Meeting
January 18, 2024

Present: **Trustees:** Betty Gunrud, Paul Matlock and Jamie O'Hagin, **Alternate Trustee:** 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 minor corrections (Jamie) and seconded (Betty). Passed 3-0

3. Treasurer's Report: Marsha presented the financial summary for the year to be submitted for the Town Report. We need to update the Fidelity Account or close the account. We will decide next month what to do. There was nothing special this month. Motion to accept treasurers report (Jamie) and seconded (Betty Passed 3-0

4**. Librarian's Report**: A) Total book circulation for the year was the same as last year. B) Total circulation dropped due to reduced use of Ancestry and lesser DVD circulation. C) We had 6 new patrons (125 for the year). D) We had 13 library programs with 193 people (126 library meetings for the year attended by 1,0685 people). E) We had 25 uses of the meeting room by outside groups (339 for the year). F) MJ Pettengill is coming back for a book and author lunch.

5. New Business: A) Trustee positions and elections: Motion: Jamie will be chair and Paul will be secretary (Betty) and seconded (Paul). Passed 3-0

6. Old Business: none

Next Meeting: February 8, 2024 at 4:00

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

Meeting Adjourned: 4:50

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
February 8, 2024

Present: **Trustees:** Jamie O'Hagin, Paul Matlock and Betty Gunrud **Alternate Trustee:** 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 (Betty) and seconded (Jamie). Passed 3-0

3. Treasurer's Report: We received money from the Friends of the Tuftonboro Library for the wish list items. The money from the Tomb account was received. Otherwise, nothing was special this month. Motion to accept treasurers report (Betty) and seconded (Jamie) Passed 3-0

4**. Librarian's Report**: A) Book circulation was good, better than last year. B) There was a jump in electronic circulation. C) We have 7 new patrons D) 95 people attended 10 programs. E) We had 22 uses by outside groups of the meeting room. F) Our first book and author lunch will be February 17. MJ Pettengill will be the speaker. G) We were closed one Sunday due to weather. H) Dennis is reorganizing the New Hampshire room.

5. New Business: A) Plumbing: We have had a minor plumbing problem for about a year. Our regular plumber has been really busy and unable to do it. Dennis will look into using a different plumber.

6. Old Business: A) Fidelity: we will officially make changes to who is authorized to access the account after the election.

Next Meeting: March 14, 2024 at 4:00

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

Meeting Adjourned: 4:45

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
March 14, 2024

Present: **Trustees:** Paul Matlock, 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 with one small correction (Marsha) 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) Circulation holding steady from last year with media circulation continuing its decline. Digital resource circulation is strong. B) We have 5 new patrons. C) We had 12 programs serving 140 people. D) There were 33 uses of meeting room E) The next book and author lunch will be April 6 with Kevin Martin to talk about his large trees in New England. F) We had no closings in February due to weather. G) We will close March 31 for Easter. H) The state annual report is complete and submitted. I) The quarterly service for HVAC system has been completed. J) The water heater has been fixed.

5. New Business: none

6. Old Business: A) Tuftonboro Free Library Trust: We will work so that the three current trustees are trustees for the trust and Mary Ann and Gordon be removed.

Next Meeting: April 11, 2024 at 4:00

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

Meeting Adjourned: 4:28

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
April 11, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrund **Alternate Trustee:** Kristen Clark **Director:** Dennis Guilmette

Meeting called to order at 4:00 PM

1. Public Comment: none

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

3. Treasurer's Report: Motion to accept treasurers report (Jamie) and seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Circulation is consistent with last year. B) We have 8 new patorns. C) We had 12 programs 117 in attendance. This included the Book and Author Lunch this past Saturday which had 30 people in attendance. D) We had 26 uses by outside groups. E) Since last meeting we were closed 2 days for snow. F) Quality Fire Protection was here to inspect the building. No issues were found.

5. New Business: none

6. Old Business: Fidelity. A) Papers were signed to send to Fidelity to add the Jamie and Betty as trustees to the Hoppin Trust money and to remove Gordon Hunt and Mary Ann Murray as trustees.

Next Meeting: May 9, 2024 at 4:00

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

Meeting Adjourned: 4:24

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
May 9, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrud **Alternate Trustee:** Kristen Clark **Director:** Dennis Guilmette **Selectman Representative:** Bob Murray

Meeting called to order at 4:00 PM

1. Public Comment: none

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

3. Treasurer's Report: Bob Murray would like the selectmen to get a budget summary from the library once a quarter. It was agreed that the trustees would do this. Bob suggested that the June 24 selectmens meeting would be a good date. Nothing special financially this month. Motion to accept treasurers report (Paul) and seconded (Betty) Passed 3-0

4**. Librarian's Report**: A) Book circulation is steady. B) We have 7 new patrons. C) There were 10 library programs serving 117 people. D) The meeting room was used 39 times by outside groups. E) The issue of the smelly water from one of the water heaters is resolved. F) All the staff have completed the Primex training modules on risk management. G) All of our summer reading programs are scheduled.

5. New Business: A) Town Solar Array Project: Bob Murray says the town is moving forward with solar. Bob is hoping it will cover 100% of the town electrical expenses.

6. Old Business: A) Fidelity: The Certificate of Trust was redone with the proper tax ID number. Hopefully, this will finish our goal of having only current trustees as trustees of the trust.

Next Meeting: June 13 at 4:00

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

Meeting Adjourned: 4:45

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
June 13, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrud **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 (Betty) and seconded (Jamie). Passed 3-0

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

4. **Librarian's Report**: A) Book circulation was strong. Other circulations are steady. B) We had 8 new patrons C) There were 13 meetings serving 136 people. In addition, there were 36 uses of the meeting room by outside groups. D) The summer reading program sign-up starts next week. Instead of signing up sponsors for each individual participating child, this year those interested will bring in whatever they want as donations. E) The septic tank is scheduled to be pumped this month. F) 68 Hours of Hunger will be using the library as a distribution site. They will fill the bins filled with food bags and the patrons will pick up the bags. There will be no extra work for the staff.

5. New Business: none

6. Old Business: A) Fidelity: everything has been submitted and we are waiting to hear from Fidelity

Next Meeting: July 11, 2024 at 4:00

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

Meeting Adjourned: 4:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
July 11, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrud **Alternate Trustee:** 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 (Betty) and seconded (Jamie). Passed 3-0

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

4**. Librarian's Report**: A) Circulation was strong for the month and slightly higher than last year at this time. B) We have 6 new patrons. C) There were 10 library events with 99 people in attendance. D) There were 33 uses of the meeting room by outside groups. E) The summer reading program is under way. 60 children have signed up already. F) The quarterly HVAC service is scheduled for Saturday. G) The town safety inspections turned up no issues.

5. New Business: A) August Meeting: Jamie cannot make it on the 8th. We will have our meeting on the 15th. B) Selectmens Meeting: Jamie and Betty went. It went well. They were mostly interested with what we were doing with the left-over building fund money. We will talk about a strategic plan for the money for next month. One possibility is for new signage in the front.

6. Old Business: A) Fidelity: Paul will check with Fidelity to see if the trustee changes were made.

Next Meeting: August 15, 2024 at 4:00

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

Meeting Adjourned: 4:28

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
August 15, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrud **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 with two small corrections (Betty) and seconded (Jamie). Passed 3-0

3. Treasurer's Report: Nothing special this month. There were several donations in memory of David Lee and Warren Cassidy. Motion to accept treasurers report (Paul) and seconded (Betty) Passed 3-0

4. **Librarian's Report**: A) Book circulation was great and the highest since pre covid. Digital materials are also strong. B) We have 18 new patrons. C) We had 7 library programs serving 186 people. D) The meeting room was used 37 times by outside groups E) The summer reading program ended last week. 77 kids signed up and checked out 1055 books. A few hundred items for the humane society were collected as part of this program. F) The Friends of Library art and crafts raffle is taking place and we have sold almost a thousand dollars of tickets

5. New Business: A) Building Fund. Dennis has a list of things he would like for the library, mostly furniture. These items were discussed. Dennis will buy these items. Dennis will also get a 3x3 foot letterboard that can be attached to our current sign and used to announce special programs for about $225. B) Signage in the parking lot: Motion: Dennis has permission to remove the traffic signs in front the library. This is OK with the police. Passed 3-0

6. Old Business: A) Fidelity: we still have not gotten word if the trustee change has taken place.

Next Meeting: September 12, 2024 at 4:00

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

Meeting Adjourned: 4:50

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
September 12, 2024

Present: Trustees: Jamie O'Hagin and Betty Gunrud Alternate Trustee: 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 change of date to August 15 (Betty) and seconded (Kristen). Passed 3-0

3. **Treasurer's Report:** A) Many donations in honor of David Lee and Warren Cassidy B) Received town check C) Currently at 66% of budget (including salaries) at 8 months D) Motion to accept treasurer's report (Betty) and seconded (Kristen)
Passed 3-0

4. **Librarian's Report**: A) Circulation was strong for the month of August B) We have 15 new patrons C) There were 10 library events with 146 people in attendance D) There were 40 uses of the meeting room by outside groups E) The Friends of the Library have raised over $2000 with their raffle and their gala is set for September 13 at the Todaro Center F) The Tuftonboro Writer's Group Book and Author Lunch will be on September 28 G) Dennis has ordered all furniture per trustee approval

5. **New Business**: A) Dennis plans to present the library budget in October with utilities and maintenance focus topics B) Dennis will inquire about the current cleaning pay rate and plan for any changes C) Dennis waiting for information regarding cost of living increases D) Dennis will prepare budget review for next meeting (October). Trustees will review and approve and Dennis will take to the Budget Committee.

6. **Old Business**: A) Fidelity: Paul was not present so no monthly report of Fidelity this month.

7. **Non-Public Session**: Pursuant to RSA 91 A:3 Subparagraphs 11a/b the Trustees voted to go into a non-public session at 4:30. Motion made by Betty and seconded by Kristen. Non-Public Session ended at 4:58.

Next Meeting: October 10, 2024 at 4:00

Motion to Adjourn (Betty) and seconded (Kristen) Passed 3-0

Meeting Adjourned: 5:00
Respectfully submitted, Kristen Clark, recording alternate for secretary

Minutes of Trustees Meeting
October 10, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrud **Alternate Trustee:** 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 two small changes (Betty) and seconded (Jamie). Passed 3-0

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

4**. Librarian's Report**: A) Circulation was what is expected for September. B) We had 18 new patrons. C) The library hosted 9 programs serving 83 people. D) The meeting room was used by 36 outside groups. E) The Friends annual meeting /book and author meeting is October 19. F) We had our boiler inspection done. G) Some, but not all, of the new furniture has shown up.

5. New Business: A) Budget: Our proposed budget is a small increase over last year. There may be issues in the future as we change the website host (the person who does it now is retiring). Motion to accept proposed 2025 budget (Paul) and seconded (Betty) Passed 3-0

6. Old Business: A) Fidelity: Paul has been in contact with Fidelity. It looks like we are close to having the trustees' changes made.

Next Meeting: November 14 at 4:00

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

Meeting Adjourned: 4:46

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
November 14, 2024

Present: **Trustees:** 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 (Marsha). Passed 3-0

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

4. **Librarian's Report**: A) Circulation was steady compared to last month. We are on track to have circulated 30,000 items for the year. B) We had 10 new patrons. C) The library held 9 events serving 74 people. D) The library was used by 35 outside groups. E) The 25th polar express will take place on December 6. F) The annual service for the generator is completed. G) The Do Not Enter (traffic control) signs by the road have been removed. H) Fall cleanup has been done. I) All the furniture has been delivered. J) Dennis is looking for things that are not books but would be interesting and useful for the library to have.

5. New Business: A) Septic Field: Bill Marcussen reminded us to check and see if the septic field needs mowing to prevent trees growing on it. Dennis said he will check with the town to see if mowing in the spring is necessary. B) Cleaning Services: Dolly approached Dennis about a pay increase after our budget was submitted. We will give her a $2.00 an hour increase. The money will come from rearranging items in our budget.

6. Old Business: A) Budget: the selectmen passed it. Now the budget committee needs to look at it. B) Fidelity: Fidelity requested a clean copy of our submission to get the trustees changed on the Tuftonboro Library Trust. The signatures are gathered and will be resubmitted.

Next Meeting: December 12 at 4:00

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

Meeting Adjourned: 4:30

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting
December 12, 2024

Present: **Trustees:** Paul Matlock, Jamie O'Hagin and Betty Gunrud **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 with two minor corrections (Betty) and seconded (Jamie). Passed 3-0

3. Treasurer's Report: The report reflects a propane delivery. Nothing else special this month. Motion to accept treasurers report with one minor correction (Betty) and seconded (Paul) Passed 3-0

4. **Librarian's Report**: A) Circulation for November is down slightly from previous months. B) We have 11 new patrons. C) We had 8 library programs serving 63 people. D) The library was used 33 times by outside groups. E) The 25th annual polar express was held and was attended by 41 people. F) Dennis has renewed the NH Library Association membership for Lynn and himself. G) A wireless printer was purchased so people can print from their phones. H) Another public computer was purchased. I) We will be closed two days this month because of the holidays.

5. New Business:

6. Old Business: A) Dennis and Jamie met with the Budget Committee. One Budget Committee member would like our budget to increase the anticipated revenue by $8,000 (gifts and donations) and reduce the amount raised by town by $8,000. If we average our donations over the last five years, it does not support this number. We have 70K in our checking account. This amount reflects both unspent town money and donations. Unfortunately, keeping these moneys separate would be a nightmare. A Motion (Betty) was made and seconded (Paul): The motion is as follows: After examining 2023 income and expenses, the trustees will reimburse the town unexpended funds of $7,204.17 and we will review any unspent town funds from 2024 in early 2025. Motion passed 3-0. In addition, Dennis made changes to the budget by increasing the anticipated revenue by $2,200, and decreasing heat and electric by $1,850. Motion (Jamie) and seconded (Betty): Accept modified budget Passed 3-0. Dennis has written the Budget Committee a letter explaining these changes. B) Fidelity: Fidelity contacted Paul to ask who was the grantor of the Tuftonboro Library Trust. Paul said he thought it was the library. Fidelity said it should be a person. Fidelity said they would find the paperwork and see who or what was listed.

Next Meeting: January 9, 2025 at 4:00

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

Meeting Adjourned: 4:55 Betty) and seconded (Jamie) Passed 3-0

Respectfully submitted, Paul Matlock, recording secretary