

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
January 10, 2019

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

**Meeting called to order at 8:03 AM**

**1. Public Comment:** none

**2. Minutes:** Motion to accept the December minutes with minor corrections (Gordon) and seconded (Mary Ann). Passed 3-0 Motion to accept Jan 4 selectmen joint minutes with the correction of Jack Widmer's loan estimates (Gordon) and seconded (Paul). Passed 3-0

**3. Treasurers Report:** At the end of the year, we were at 96.75% of our budget. Motion to accept report with minor updates (Paul) and seconded (Mary Ann). Passed 3-0

**4. Librarians Report:** A) For 6 months last year books out circulated everything else. B) We still have issues with genealogy data bases. We are using state use numbers. C) We had a net gain in 2018 of 341 items. D) We had 144 new patrons in 2018. E) We had 304 uses of meeting room in 2018, of which 184 were library programs. E) We are a net lender to the ILL. F). Our count weeks estimates 20,661 library visits in 2018. G) Selectmen Marcussen thought that we should do a mass mailing for fund raising. We will ask Dianne Luby to draft a letter for the friends with the double purpose of fund raising and getting out the vote. We will ask the friends to do some signs.

**5. New Business:**

A) January 4 Selectmen's meeting review: We met with the selectmen to talk about the money we raised. Consensus was that we should go ahead with the plans and split the costs. Motion (Gordon) and seconded (Mary Ann): Will spend up to \$67,500 dollars to pay for the architecture and engineering fees. Passed 3-0

B) Architect and Engineering Contracts: These are being developed. Motion (Paul) and Seconded (Mary Ann): Authorize Gordon to sign architects and engineering contracts as they relate to the library proposed addition. Passed 3-0.

C) Stock Gifts Continuing Resolutions: Gordon thinks the chairmen of the trustees needs the authorization to sell stock gifts as they come in for the building fund. Motion (Paul) and seconded (Gordon): If we get building fund donations in the form of stock, the chair will have authority to sell it immediately. Passed 3-0. We will revisit our investment policy next month.

D) Public Meetings: How many do we want to have to inform the public of the addition project? We think 2 would be sufficient. Saturday mornings at 10 would be best. The dates proposed are February 9 and March 2.

**Old Business:** Capital Campaign Update: Total money available as of today is \$994795.

Motion to adjourn (Paul) seconded (Gordon) Passed 3-0

Meeting Adjourned 9:15

**Next Meeting** February 14, 2019

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
February 14, 2019

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

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** The heating bill is inflated this month by \$1100 payment due to bills that should have been paid last year (a billing error). Motion to accept report (Paul) and seconded (Mary Ann). Passed 3-0

**4. Librarians Report:** A) Circulation up from last January B) 9 new patrons, only one of which is Wolfeboro C) We need a new handicapped parking sign as the snow plow mowed it down (the post is the incorrect type). This will be replaced when the weather allows. D) The Tuftonboro school is promoting library usage and programs. E) Adam Stockman wanted to know if we wanted to have plants on loan to circulate. F) The outlets on the old building have stopped working. It was a circuit breaker that will be fixed. G) The Friends are sending out E-mail blasts about the upcoming vote. H) We had a movie matinee on the recent snow day for the school which was popular.

**5. New Business:** A) Roof Line Changes. The tower is out of the design. The architects are still thinking about design features on the entrance. B) Information Meeting: We had the first one, mostly attended by library supporters. Next one will be March 2. C) Town Meeting Preparation: The Friends have 50 signs. They are meeting next Tuesday. Carolyn Sundquist has tentatively agreed to join the board of the Friends. The Friends will send a post card and offer rides. There will be baby sitters. D) SMP billing: We got our first bill for \$16,000. Motion (Mary Ann) seconded (Gordon): We will pay all the SMP bills up to town meeting and up to our obligated amount of \$67,500. Passed 3-0.

**Old Business:** A) Stock Gift Resolution: we sold a gift of stock. B) Capital Campaign Update: As of last Saturday, we still have to raise \$329,000.

Motion to Adjourn (Paul) and seconded (Gordon). Meeting Adjourned 8:45

**Next Meeting:** March 14 at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
March 14, 2019

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

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** We paid SMP. There was nothing else unusual. How construction bills are paid is still to be ironed out. Motion to accept report (Paul) seconded (Mary Ann). Passed 3-0

**4. Librarians Report:** A) Book circulation did very well compared to ebooks B) We issued 13 new library cards of which 8 were for newborns C) Christie had a talk with Cindy Scott of the Wolfeboro Library. We have a new patron card type (Wolfeboro Temp) that will allow Wolfeboro Library card holders to use our library free of charge while Wolfeboro construction continues. We will get reciprocal treatment. Cindy told us they are 3 weeks behind due to health issues of their construction supervisor.

**5. New Business:**

A) Town Meeting Recap: There was discussion about the successful town meeting.

B) 3/21 Architects and Engineers Meeting: Anthony Mento of SMP has requested a 9:00 meeting at the library on March 21 with Northpoint Engineering and the trustees. The purpose is to plan site analysis and other issues related to the addition. We will also ask Steve Wingate to evaluate what trees to save.

C) Need for a Building Committee: We discussed the advantages of having a building committee. We will research names.

D) Trustees annual meeting. It is coming up. We should review the program and decide whether to go.

**Old Business:** Capital Campaign Update: a letter needs to be drafted to collect the pledges.

Meeting to adjourn (Paul) and seconded (Mary Ann) Meeting Adjourned 8:55, 3-0

**Next Meeting** April 11, at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
April 11, 2019

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

**Meeting called to order at 8:00 AM**

**1. Public Comment:** Lloyd Wood bought in a Consumer Reports review of window brands, which gave top marks to Pella windows, the brand the library addition will use. Lloyd said that Clay Gallagher did a study on glass aggregate which is produced when bottles from the transfer station are crushed. We can get it free. Lloyd wondered if glass aggregate can be used for drainage instead of crushed stone. We will see if it can be used in our project.

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

**3. Treasurers Report:** Pledges keep coming in. Our CD for building fund money matures May 13. We will put balance in the Money Market using our Fidelity account. Motion to accept report (Paul) and seconded (Gordon). Passed 3-0

**4. Librarians Report:** A) Audio book circulation is outstripping E-books. B) We have 17 new patrons (3 Wolfeboro, 2 nonresident, 6 adults and 6 kids). C) Lee Ann Hendrickson from the Planning Board would like us to review the library portion of the Master Plan. The Master Plan is scheduled for completion June 30. D) The book and author lunch for Saturday is completely sold out. E) Elin Hilderbrand has agreed to be the speaker at FOL fundraiser. She is the author of 21 best seller books.

**5. New Business:** A) Next Thursday April 18<sup>th</sup> we meet with the planning board at 7 at the town house. B) On Thursday, April 18<sup>th</sup> we have a Architects and Engineers meeting at 2 and a meeting with the interior designer at 3. C) Test boring results were as expected, no bedrock down to 14 feet. Everything was unremarkable.

**Old Business:** A) Capital Campaign Update: 20 Pledges outstanding. April 2020 is last date pledges can be redeemed. B) Building Committee: Various names were put forward to be members of this committee. Gordon will contact them to see if they are interested.

Motion to adjourn (Paul) and seconded by (Gordon). Passed 3-0

Meeting Adjourned 8:45

**Next Meeting:** Friday, May 10 at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
May 10, 2019

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

**Meeting called to order at 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. Treasurers Report:** HRCU CD is being redeemed. \$350,000 is to be sent to our Fidelity account.  
Motion to accept report (Gordon) and seconded (Paul). Passed 3-0

**4. Librarians Report:** A) Genealogy data base shows zero use which is unlikely, this will be confirmed. B) 12 new patrons: 8 residents, 2 seasonal and 2 non- residents. C) We have completed our first weekly count in April. We had 335 visits during that week, which is comparable to last year. D) The Library conference which Christie attended revealed that many libraries are circulating "cool" stuff. For instance, Lebanon library circulates items such as game cameras, croquet sets, etc. Dover has a scanner, dvd burners, etc. Hookset circulates 239 Lego kits.

**5. New Business: Building Update:** A) The State has approved the driveway plan. B) Northpoint has finished their engineering study. C) We should be going to bid on Monday.

**Architect and Engineering:** A) We have been working with the interior designer. B) Carpet samples have been looked at. C) Gordon sent Anthony pictures of different moldings.

**Old Business:** A) State Trustees Meeting: Gordon and Phyllis are going. B) Capital campaign- 100K in pledges remain to be redeemed.

Motion to adjourn (Paul), seconded (Gordon) Passes 3-0

Meeting Adjourned 8:50

**Next Meeting:** June 20 at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
June 20, 2019

**Present: Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray, **Alternate Trustee:** Marsha Hunter and Phyllis Tessier, **Director:** Christie Sarles Town Building Inspector Jack Parson (for some of the meeting)

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

**2. Minutes:** Motion to accept minutes with minor corrections to May 16<sup>th</sup> (Gordon) and seconded (Mary Ann). Passed 3-0

**3. Treasurers Report:** Motion to accept report (Gordon) and seconded (Paul). Passed 3-0

**4. Librarians Report:** A) Book outcirculated everything else. B) We are still getting zero circulation from Heritage Quest. C) There were 11 new patrons: 5 resident adult, 2 children, 2 seasonal, 2 temporaries from Wolfeboro. D) Wolfeboro will not extend reciprocal borrowing rights to Tuftonboro. They said they could not figure out how to do it. E) The masterplan update has been sent. F) The summer schedule is set. G) Steve Wingate and Laurel Podsen is working on the trails and a map for the trails that are around the library. H) Any plants around the back of the linary on the non building side of the walk are up for grabs. I) We received \$5,000 from the Sarles family with no stipulation on how it will be spent. We will put in the building fund. J) We have \$25,000 for collection development from a bequest from Sarah Lawall. We will call their lawyers to see if could be used for stacks.

**5. New Business** A) The trustees had a meeting with Bauen and we have a shortfall. The problem is they want to do more in the old library. Librarians and staff have gone through a list of things they would be willing to live without. Some items, like the lighting package, need further research. Jack Parsons stopped in to talk about some of the items that could be deleted. Jack says we need to put in sheetrock in the ceiling to make this fire rated. Gordon will contact SMP to get a clear understanding of what will happen in the front of the existing building.

**Old Business:** State Trustee Meeting Review: Tabled for now.

Motion to adjourn (Paul), seconded (Gordon) Passes 3-0

Meeting Adjourned 9:30

**Next Meeting:** July 11 at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tufonboro Free Library  
Board of Trustees Meeting  
July 11, 2019

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

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** Motion to accept report (Paul) and seconded (Mary Ann). Passed 3-0

**4. Librarians Report:** A) We still don't know what is happening with Heritage Quest, which is still showing zero usage. B) We have 13 new patrons. C) The computers are getting an unusually heavy workout. D) Wi-fi usage is up. E) The recent science program went well with a good crowd. F) Upcoming July children's programs include a turtle show, a juggling show and a magician. G) We will ask Adam (site construction manager) about getting a POD to store books during construction. H) We have started a project to re-bar code the books, putting the bar codes on the outside rather than the inside of the books. I) We have asked for the Deerborn property to be mowed so that staff can park there during construction. The town will pay for first mowing (per town contract) and we will pay for the others if needed.

**5. New Business:** Building Construction Update: Gordon was hoping for updated figures, but we have not heard from Bauen. Gordon went through the list with SMP who sent them on to Bauen. Gordon will E-mail us the updated numbers.

**Old Business:** Phyllis shared her impressions of the recent library trustees meeting.

Motion to adjourn (Paul) and seconded (Mary Ann) passed 3-0  
Meeting Adjourned 8:55

**Next Meeting** August 8 at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
August 8, 2019

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

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** Motion to accept report (Mary Ann) seconded (Gordon) . Passed 3-0

**4. Librarians Report:** A) Circulation is up with audiobooks out circulating E-books. B) Ancestry searches are popular. C) We have 19 new patrons- 18 residents and 1 non-resident. D) WiFi use went way up. E) Count week showed 497 people through the door, up from last year. F) The library is reviewing our overdue procedures. G) The summer reading programs ends on Saturday. H) We finally have a new ILL system coming, but we don't know when it will be online. I) The toilet is running in the staff bathroom. The plumber is slow to respond. Gordon will have a look at it. J) Diane Pikul will be here to help plan the logistics involved in moving collections as construction proceeds.

**5. New Business:** A) Prioritizing Building Add Backs: These were items that we eliminated to save money but will add in if we have the money. We decided to put entry grate back in. The top priority item to add back is the ADA door opener on the meeting room door to the outside. Two lesser priority items were the projector screen and replacing both bathroom doors. Other items were considered of lesser importance. B) Old Home Days: on 1-3 on Sunday, we will share a table with the Tuftonboro Society. Paul will cover it. C) Fidelity Building funds: When it comes time to start selling treasuries, Gordon will sell to minimize transaction fees.

**Old Business:** none

Motion to adjourn (Paul) and seconded (Mary Ann). Passed 3-0 Meeting Adjourned 9:05

**Next Meeting:** September 12, 2019 at 8:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
September 12, 2019

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

**Meeting called to order at 8:00 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** The capital reserve funds are almost gone. We will spend our monies next. Motion to accept report (Mary Ann) and seconded (Paul). Passed 3-0

**4. Librarians Report:** A) August was our busiest month. B) For every new item to our collection, we discarded one. C) We are continuing to bar code the collection. D) We have 13 new patrons (1 temporary from Wolfeboro, and the rest are resident adults and children). E) Wi fi use down. F) Ossipee and Moultonboro will allow us borrowing privileges while we are closed. G) The gala was a great success. The Friends will realize about \$5,000 from this event.

**5. New Business:** A) Building Progress: all on schedule. B) 2020 Budget Preparation: Selectmen are asking about our 2020 budget. We need to find out if the selectmen are paying for propane while construction is going on. C) Christmas Tree: A resident had kindly offered a tree in his yard to use as a Christmas tree. But, because of activity of construction, we will turn it down. D) Hours of Operation: Hours were discussed to accommodate the needs of construction. Motion (Paul) and seconded (Gordon): Until further notice, the library will have the following hours from September 24 on, 10-5:30 Wednesday through Saturday and 10-3 on Sunday. Passed 3-0 E) Bauen is going to cost out making mobile carts to facilitate moving the books as construction demands.

**Old Business:** none

Meeting Adjourned 8:50

**Next Meeting**

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
October 17, 2019

Present: **Trustees:** Gordon Hunt, Paul Matlock and Mary Ann Murray (for second half) **Alternate Trustee:** Marsha Hunter and Phyllis Tessier **Director:** Christie Sarles

**Meeting called to order at 10:45 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** Motion to accept report Paul and seconded Gordon. Passed 3-0

**4. Librarians Report:** A) We were not open as many hours in September. B) We had 16 new patrons. C) Our high attendance numbers for adult programs was due to the Elin Hildebrand talk. D) Sundays are continuing to be popular.

**5. New Business:** A) Congratulations to Christie for being chosen for citizen of the year by the Grange. B) 2020 Budget Review: Increases in our proposed budget are due to anticipated higher heat and electricity plus the cost of new computers. We will increase the dollar amount for cleaning. C) Capital Reserve: In January 2019 the selectmen did not put in a requisition for the \$68,000 previously agreed upon to pay the architects fees. Trustees of the trust funds are now not releasing those funds. This will be discussed at the selectmens meeting on Monday October 21.

**Old Business:** none

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

Meeting Adjourned 11:30

**Next Meeting** November 14 at 10:30

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
November 14, 2019

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

**Meeting called to order at 10:50 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** Motion to accept report (Mary Ann) and seconded (Gordon . Passed 3-0

**4. Librarians Report:** A) Circulation is up over the month before. B) Sundays are very popular, but not so much Saturday afternoon. C) We have issued 15 new library cards which includes 9 adult residents. D) Our count week in October shows library visits were down a little, which is to be expected considering our curtailed activities. E) \$40,750 of pledges are still outstanding. All but 2 have paid part of the pledge.

**5. New Business:** A) 2020 budget changes: Selectmen would like to buy all town computers through Compuserve. Laptops will probably be bought from elsewhere. B) Capital Reserve Funds: the selectmen have request \$77,000.

**Old Business:** none

Meeting Adjourned 11:20

**Next Meeting December 19 at 10:30**

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Tuftonboro Free Library  
Board of Trustees Meeting  
December 19, 2019

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

**Meeting called to order at 11:23 AM**

**1. Public Comment:** none

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

**3. Treasurers Report:** Marsha distributed a building fund update. The capital reserve fund is entirely spent. In regular budget we will be over for fuel. One reason is we are using kerosene instead of fuel oil since the fuel tank is now outside. Motion to accept report (Mary Ann) and seconded (Gordon). Passed 3-0

**4. Librarians Report:** A) It was a short month with the fewest open hours all year. B) Story hour and two book groups are continuing. C) The friends are planning the annual meeting on the first Saturday in January at the town house with Rebecca Rule with lunch from the Pine Cone. D) The friends want to know about a grand opening. They are thinking about something along the lines of our birthday, probably in July. E) We had a visit from the secretary of the elementary school. We are on the evacuation plan for the school. She will bring a team over from the school to look at our facilities.

**5. New Business:** A) Motion (Mary Ann) and seconded (Paul): Proceed with commissioning of the new heating system as previous discussed. Passed 3-0. B) Hoppin Distribution: Motion (Mary Ann) and Seconded (Paul): Sell \$1386.60 from the Fidelity Dividend Fund for this year's Hoppin Fund distribution. Passed 3-0. C) We still have \$40,000 not paid for the building fund. Gordon will follow up.

**Old Business:** none

Meeting Adjourned 11:47

**Next Meeting:** January 9 at 10:00

Respectfully submitted, Paul Matlock, recording secretary