

Minutes of Trustees Meeting  
January 13, 2022

Present: **Trustees:** Gordon Hunt, 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 (Jamie) and seconded (Paul). Passed 3-0

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

**4. Librarian's Report:** A) Dennis has analyzed our circulation. Book circulation was 3500 over last year. Media circulation has been dropping. This has caused overall circulation to drop in the last two years. B) For the back entrance, Dennis has installed a bucket with sand and salt. He is monitoring the area for ice. C) All personnel did CPR training. D) Book and Author lunches are still on hold.

**5. New Business:**

A) First grade library visits: The grade school library is closed. Dennis would like Lynn to coordinate with the school so that the first grade children come over to the library before it opens and choose their books using social distancing. The children will have the run of the library. Motion (Gordon) and seconded (Jamie): open the library to the first grade students from Tuftonboro school before the library is open. Passed 3-0. B) Building Fund Investment: Whether to invest our residual money or keep the money in cash was discussed. There was interest in using the money for solar panels. Gordon will look into the cost of putting solar panels on the roof. We will talk about it again next month.

**6. Old Business:** none

**Next Meeting:** February 10, 2022 at 4:00

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

**Meeting Adjourned:** 4:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
February 10, 2022

Present: **Trustees:** Gordon Hunt, 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 (Jamie) and seconded (Paul). Passed 3-0

**3. Treasurer's Report:** We received a \$5,000 donation from the Hamel Foundation. We also received the Friends wish list money. Otherwise, nothing special this month. Motion to accept treasurers report (Jamie) and seconded (Paul) Passed 3-0

**4. Librarian's Report:** A) Statistics were slightly down from last year. B) There were 12 new library cards issued. C) Lynn has started her early morning story hours. D) Dennis will start doing employee evaluations. E) Our quarterly service for the heating and cooling system was performed. F) The electric outlet for outside was installed. G) We will give the Tuftonboro Association permission to use the meeting room for Candidates Night if the meeting room is available for that Tuesday night. G) An issue with a patron was discussed.

**5. New Business:** none

**6. Old Business:** none

**Next Meeting:** February 10, 2022 at 4:00

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

**Meeting Adjourned:** 4:35

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
March 10, 2022

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 with one minor change (Jamie) and seconded (Gordon). Passed 3-0

**3. Treasurer's Report:** We received a \$5,000 donation from a longstanding donor. The town send us the money from the Tomb Trust. Nothing special this month. Motion to accept treasurers report (Gordon) and seconded (Jamie) Passed 3-0

**4. Librarian's Report:** A) Circulation is average. B) DVD circulation has come up some. C) The meeting room use has been excellent. D) We have 3 new patrons. E) The rain gutter at the back door is working really well. F) Dennis is working on the museum passes.

**5. New Business:** A) Covid Policy: We will do away with covid limits for the meeting room and go back to normal. B) Program: Story time will go back to in person. C) Dennis would like to do a book and author next month. C) Directors Evaluation: forms will be filled out and delivered to Gordon.

**6. Old Business:** none

**Next Meeting:** April 14 at 4:00

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

**Meeting Adjourned:** 4:30

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
April 14, 2022

Present: **Trustees:** Gordon Hunt, 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 (Jamie) and seconded (Paul). 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 remains steady. B) We have 4 new patrons. C) We had 37 meeting room uses and 9 programs last month. D) In person story time is going well. E) Four museum passes that had been restricted are now available. F) We now have binoculars and metal detectors for loan. G) All the staff evaluations are done. H) The state annual reports are finished. I) Dates are set for the summer reading program.

**5. New Business:** A) Trustees conference: We need to get applications in. B) Flagpole: We have a price. We will proceed with the work. C) Spring Exterior clean up: We will have a landscaper look at our exterior. D) Directors Evaluation: Dennis was evaluated.

**6. Old Business:** none

**Next Meeting:** May12, 2022 at 4:00

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

**Meeting Adjourned:** 4:25

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
May 11, 2022

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 (Gordon). Passed 3-0

**3. Treasurer's Report:** Nothing special this month. The electrician and gutter work were paid. Motion to accept treasurers report (Gordon) and seconded (Jamie) Passed 3-0

**4. Librarian's Report:** A) Circulation is holding steady. B) We had 11 new patrons this month. C) We have a new Hoopla binge pass allowing all patrons to binge certain offerings. D) The meeting room use is still really strong. We are averaging 30 uses a month versus 10 before the addition. E) The summer reading program is up and running. F) We had our quarterly service for the HVAC. G) Septic tank pumping is scheduled.

**5. New Business:** A) Gordon spoke to Bobby Meehan from Shamrock landscaping to give us ideas about water management on the far side of the driveway and spiffing up the outside. B) Gordon got an E-mail asking about getting a monthly update for the selectmen. We will try going to the selectmen's meetings for a few months to see how it goes. C) We discussed whether we should have a backup generator. Gordon will get a price.

**6. Old Business:** none

**Next Meeting:** June 16 at 4:00

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

**Meeting Adjourned:** 4:25

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
June 9, 2022

Present: **Trustees:** Gordon Hunt, 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:** Carolyn Sundquist, Linda McDonald, Vicki Zimmerschmidt: The Friends of the Library would like to donate something to the library and are considering a mural. If we are agreeable, they would contact artists. Did we have ideas? Linda will contact Nancy Piper for ideas. We agree it is a good idea and encouraged them to move forward.

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

**3. Treasurer's Report:** Nothing special this month. We will buy a several rolls of stamps ahead of the price increase. Motion to accept treasurers report (Gordon) and seconded (Paul) Passed 3-0

**4. Librarian's Report:** A) Circulation and other circulation are holding steady. B) We have 7 new patrons. C) we had 150 children in attendance at our programs. D) The meeting room was used 33 times for outside groups. D) The shelving space in the book sale area was expanded. E) Dennis is working on promo material for the summer reading programs. F) There were no issues for the joint loss safety inspection. G) Dennis talked to the selectmen and will attend selectmen's meeting quarterly. H) Dennis is interested in having Gordon's brother-in law speak on the National Parks.

**5. New Business:** none

**6. Old Business:** none

**Next Meeting:** July 14, 2022

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

**Meeting Adjourned:** 4:20

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
July 13, 2022

Present: **Trustees:** Gordon Hunt, Paul Matlock **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 (Gordon) and seconded (Marsha). Passed 3-0

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

**4. Librarian's Report:** A) Circulation is holding steady. B) We have 14 new patrons. C) The summer reading is going really well. 42 children have signed up versus 33 last year.

**5. New Business:** A) Gordon has reached out for pricing of a generator. Scott Thurston and Tim Christian will come and look and make a recommendation. B) Should we close on Juneteenth? We will wait to discuss this when the full board was present.

**6. Old Business:** none

**Next Meeting:** August 11th at 4:00

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

**Meeting Adjourned:** 4:20

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
August 11, 2022

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

Meeting called to order at 4:01 PM

1. Public Comment: Carolyn Sundquist: The Friends of the Library have found a potential muralist who is reasonably priced but will not be available until the fall. The Friends are looking to finalize the concept and may get input from students at Tuftonboro Central School once it is back in session. The Friends will show us the concept drawings when they receive them so that we can approve. The Friends of the Library are also having their annual meeting on October 22nd at 10:30, followed by an author's talk and luncheon with M.J. Pettengill at 11:00am. In addition, the Friends encourage everyone to continue to buy tickets to their raffle.

2. Minutes: Motion to accept minutes with fixes to minor typos (Marsha) and seconded (Gordon). Passed 3-0

3. Treasurer's Report: Our routing number will change and we will need new deposit slips, other than that nothing special this month. Motion to accept treasurers report (Jamie) and seconded (Gordon) Passed 3-0

4. Librarian's Report: A) Circulation is up in July and is the highest for books since 2014. B) Summer reading is finished. We had 60 kids participate, higher than last year and they checked out 771 books. C) 205 people attending the summer reading programs. D) Dennis is considering starting a Halloween event with the Friends of the Library. E) Building updates: Black Bear Property never sent invoices at the time that they did snow removal so Dennis contacted them and they sent invoices along to the town. F) The fire alarms went off recently and the fire department gave the all clear. Knight Security is going to inspect in September.

5. New Business: A) Tim Christian came in to look around in preparation for the new generator. B) The town switched propane companies, over to White Mountain propane. We do not know when the tanks will be switched over.

6. Old Business: none

Next Meeting: September 8, 2022

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

Meeting Adjourned: 4:29

Respectfully submitted, Jamie O'Hagin



Minutes of Trustees Meeting  
September 15, 2022

Present: **Trustees:** Gordon Hunt, 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 (Gordon) and seconded (Jamie). Passed 3-0

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

**4. Librarian's Report:** A) Circulation held steady. B) We have 12 new patrons. C) 14 groups used the meeting room. D) The summer reading program served 60 children who read 771 books. 510 items and \$350 in cash were collected for the animal shelter. E) The friends raised \$2000 in the artisan raffle. F) On Saturday the 24<sup>th</sup> we will have a Book and Author lunch. G) Dennis has reviewed our operating policy and has made copies of the Request for Reconsideration of Library Materials form. This form will be handed out if people want to request the removal of a book.

**5. New Business:** A) Generator Quotation: A 24KW generator would cost \$17,500. We have multiple panels so putting in a whole building would be cheaper than just trying to just do the heat with the three panels. Motion (Paul) and seconded (Jamie) Put in a 24 KW generator and transfer switch for a cost of \$17,500 inclusive of all expenses. Passed 3-0. B) The fire alarm system was discussed. The fire alarm system was inspected. Two sensors were found to have their dust caps on them, making them un-operational. The cause of recent false fire alarms was found to be a sensor that is now replaced. It was recommended that we inspect the system yearly. A cellular radio for the fire system is being installed for a cost of \$923 to be paid for out of building fund money. This will bring us up to code. C) Budget: We do not know what the COLA is yet. Others items were reviewed. We need more numbers before we can complete our budget.

**6. Old Business:** none

**Next Meeting:** October 13 2022 at 4:00

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

**Meeting Adjourned:** 5:00

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
October 13, 2022

Present: **Trustees:** Gordon Hunt, 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 (Jamie) and seconded (Gordon). Passed 3-0

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

**4. Librarian's Report:** A) Book circulation looks good and is ahead of 2020, putting us back to where it was pre-pandemic. B) Media circulation continues to decline. C) We have 13 new patrons. D) There were 8 library meeting and programs and 25 outside groups using the meeting room. E) We have a book and author lunch on the 22<sup>nd</sup>. F) Work has started on the generator. G) A live Polar Express event has been booked.

**5. New Business:** Budget: Dennis has provided an update, with new heat and electricity figures. The budget figures were discussed. Our request, without salary, will be similar to last year. We will go with Dennis's numbers. Motion (Gordon) and seconded (Jamie): We approve the projected budget as presented. Passed 3-0

**6. Old Business:** none

**Next Meeting:** November 10 at 4:00

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

**Meeting Adjourned:** 4:40

Respectfully submitted, Paul Matlock, recording secretary

1:32

Minutes of Trustees Meeting  
November 10, 2022

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 (Gordon). Passed 3-0

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

**4. Librarian's Report:** A) Our circulation is down slightly. B) We have 11 new patrons. C) We had eight library programs. D) 30 outside groups used the meeting room. E) We applied for and received a \$100 grant from the Governor Wentworth Arts council. F) Our Boat Museum pass is being given to us for free as a thank you for the use of the meeting room by the Boat Museum. G) The Polar Express is booked. H) Quarterly maintenance for the HVAC service has been done. I) The selectmen approved our budget 3-0.

**5. New Business:** A) Winter Preparedness: Gordon is going to be more involved with staking out the driveway so the river stones don't have to be repaired every spring. Dennis will talk with Jim Bean, the road agent.

**6. Old Business:** none

**Next Meeting:** December 8 at 4:00

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

**Meeting Adjourned:** 4:25

Respectfully submitted, Paul Matlock, recording secretary

Minutes of Trustees Meeting  
December 8, 2022

Present: **Trustees:** Gordon Hunt, 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 (Jamie) and seconded (Gordon). Passed 3-0

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

**4. Librarian's Report:** A) Circulation for November was the lowest for the year, But November is a short month with holidays. B) We have 5 new patrons. C) We had 27 uses of meeting room by outside groups. D) The Polar Express is Friday the 9<sup>th</sup>.

**5. New Business:** A) Generator update: The generator is installed. The gas is hooked up. It still needs to be tested for proper operation by the electrician. The final bill came in at 18726.86. It was more than the original estimate due to electrical work that could not be foreseen until the equipment was taken apart. B) At the budget committee meeting, there is a budget item for town wide building maintenance. There will be a library line item for landscaping that will include things like mulching.

**6. Old Business:** none

**Next Meeting:** January 12, 2023 at 4:00

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

**Meeting Adjourned:** 4:21

Respectfully submitted, Paul Matlock, recording secretary