

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, March 6, 2018 4pm

Present: Betty Jane M. Annette S. Kristine S. Nancy M. and Librarian Holly B.

CALL TO ORDER for regular meeting at 4:15pm by Nancy M., chair

MINUTES

Amended Dave Countway's paragraph on page 1 to add, "interest to be spent on many library improvements OR AS RECOMMENDED BY THE TRUSTEES." Motion to accept corrected minutes of Feb 6 meeting made by Annette, 2nd by Nancy. Passed.

TREASURER'S REPORT (using end of January 2018 bank balances)

Bank Accounts:

Checking (General Operating Account) \$67,963.91

Building Maint. Fund (library) \$253.89

Money Market (stock) \$12,569.35

Nancy Jordan Memorial Fund \$1,156.99

Other Funds:

Margaret Kayser Memorial Fund \$13,334.10 (part of general checking)

Capital Reserve Fund approx \$25.00 (held by Town of Alton)

Acquired funds for January, 2018 \$234.51

Holly made a list of requests to be paid for with Margaret Keyser Funds, held in general checking, (books, books on CD, NH Court Rules, large print books, DVDs, a designated laptop for the upgraded Quickbooks used for bookkeeping. Totaled \$1,767.57 leaving a balance of \$12,926.10. Nancy made motion to approve all purchases, Kristine seconded. Kristine made the motion to accept the donated funds of \$234.51 for month of January. Betty Jane seconded. These funds include a donation to the Ruth Messier Memorial Fund for \$100. from the Happy Hobby Doll Club. The remainder is from various sources, including the "conscience jar" and fax service.

Both motions passed. Treasurer's report accepted.

OLD BUSINESS

Security System: Josh Monaco, Alton's "techie," had American Security in for a free evaluation of the fire and burglar systems. Although a quote for upgrades has been received, Josh recommended keeping the present system put in place by Northeast

Security just last year. No action required. Nancy questioned if the Alton Historical Society has coverage of its own on their materials at the library. Holly will invite Marty Cornelissen to the board's April meeting for information.

Calvert Fund: These funds have been an invaluable source for improving library services. The balance of \$708.48, as well as part of the Margaret Keyser funds, will be spent on much needed technology. Kristine made the motion to give Holly the budget of \$1200. for 4 Ipad Airs and a budget of \$120. for 4 covers. Seconded by Annette. Motioned passed.

Town Trustee of Trust Funds - Holding designated funds for library book purchases. Holly suggested a wonderful new children's reference work, "The Smart Apple Media" Kristine made the motion to purchase it (\$1549.10). Seconded by Nancy. Passed.

Quickbooks Computer: The updated edition and designated laptop have been received and are now in use.

NEW BUSINESS

Fax: New number is 875-3382. Line finally up and working

Payroll Authorization: 2% COLA approved for library employees.

Review Investment policy: Bob Butler, of Roman, Butler, Fullerton & Co, has provided an investment policy for the trustees to review. Copies were distributed and will be discussed at the April meeting.

PENDING

Volunteer luncheon. More research needed on the following: meeting room policy, a patron counter, new computer table for the main floor, maintenance help and a book drop at the back entrance.

MEETING

Town elections at St. Katherine Drexel Church - Tues, March 13 (7am - 7pm)
Business meeting, Tuesday, April 3, 2018 at 4pm.

Meeting adjourned 6:30pm .

Respectfully submitted,

Betty Jane Meulenbroek

Secretary

