

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, November 15, 2016

Present: John P (via phone), Betty Jane M, Ruth Messier,
Kristine S. and Librarian Holly B.

Call to order 4:05 by Acting President Ruth Messier.

MINUTES OF THE OCTOBER 18, 2016 MEETING

Motion to accept by Kristine, 2nd by Ruth, Passed.

TREASURER'S REPORT

Motion to accept donated funds of \$333.86, Passed. Treasurer's report unanimously approved

OLD BUSINESS

Courtyard / Stairs paint and repairs

Maintenance has repainted the edges. Risers and back steps not yet done. May be best to finish the repairs in the spring when the cement can better dry.

Bathroom Fan / Ice melt system

Both have been repaired by the electrician.

Water Bill

Holly emailed the water department that the trustees would like to meet with them, but they haven't responded as yet. It needs to be determined that there are separate meters for both the library and carpet shop. The manifold on the outside faucet is being replaced (controls irrigation zones and timer). Since the system

has been shut down, the high water bill should drop next quarter. The Alton Flooring and Tile Company has been contacted by John but they haven't called back. A motion was made by John, seconded by Betty Jane, that the faucet be shut off on November 30. The trustees are concerned that potential freezing could lead to flooding. The motion passed unanimously.

Strogen's Meeting for the dripping boiler valve

The back flow on the sprinkler system also needs repair or replacing. John will call Keith Dube to look at.

Budget Review

Betty Jane, Nancy and Ruth accompanied Holly to the town's budget hearing on November 9th. It passed as presented. The warrant article for the cut from \$20,000. to \$5,000. in capital expense funds was not addressed. It will be in another separate meeting.

Patron Counter

Holly "still shopping" for recommendations by libraries in the area. This counter of library users is needed to assist Holly in providing statistics required by the government. Both front and back doors would be monitored.

Interior Painter - Coming in late Nov. to continue upstairs.

Hannaford Reusable Bag Program / Chair Fund

Still ongoing throughout November. To date, \$211. received as donations to the library (included in the \$333.86).

New Computer Table for Main Floor - Holly still looking

Book Drop at Rear Entrance

Much discussion over best location. Holly will get input from the building inspector and report back next meeting.

Handyman / Maintenance projects

John's proposed ad for the Baysider will be emailed to all trustees. Betty Jane suggested that the websites Yelp and Homeadvisor.com be looked into for leads as well.

Critter in the Attic - Not heard from lately, tabled discussion

NEW BUSINESS

Smartboard License Renewal

Motion made by Christine, seconded by Ruth that the \$262.80 renewal be paid for out of donated funds. Passed unanimously.

Jan Pro Free Cleaning Assessment and Quote

Call back in the spring 2017 after "mud season."

Doll Club Magazine

The library receives a free membership & its national quarterly magazine paid by the local Alton doll club.

Crafts and Snacks

This new service will be led by Pam Martin, library aide. To be held the first Thursday of the month. Limited to 22 people, the first project will be a yarn octopus.

Agnes Thompson Meeting Room Policy (last revised 2014)

Discussion of the use of the meeting room by "for profit" classes.

Trustees received a copy of the present policy to review. Holly will investigate how the issue is being handled by other libraries. Discussion continues December meeting.

Landscape Quotes

Two quotes received for the pruning and transplanting of the birch tree and shrubs around the library: Bayview Landscaping of Alton and Steve MacKensie Landscaping of Farmington. Holly and Betty Jane had met with both in a recent walk through. Discussion followed on the price and details of the quotes. John made a motion to hire MacKenzie, Kristine seconded. Passed unanimously. The work will be paid for out of the library's money market funds. Betty Jane was instructed to call and set up the start date.

YA Chair / Computer Table

Noting that the present furniture is very old, and that the listening station in the Young Adult area is getting well used, Holly recommended that a more modern chair from Demco be ordered. She also suggested that a multipurpose side table be purchased for the downstairs entryway. This will help those patrons presently using their tablets on their laps. The total cost with freight, would be paid for out of memorial funds set up for Dot Folsom and Pat Merrill. John made the motion to purchase both, Kristine seconded. Passed unanimously.

Mats

Two mats need replacing, one (3' X 5') in the downstairs stairway and a larger (10' X 3') by the main desk upstairs.

Holly found suitable replacements in Consolidated Plastics

catalog. Kristine made the motion to purchase, Ruth seconded, passed unanimously. They will be paid for out of Money Market funds.

Toys for Tots - The library is again a drop off place this year.

Wrought Iron Bench and Chair on Lawn

Both will be picked up by volunteer Pieter Meulenbroek to be repaired and repainted over the winter.

Next business meeting, 4pm, Tuesday, December 20, 2016

Meeting adjourned 6:15pm

Respectfully submitted,

Betty Jane Meulenbroek, Secretary