

## Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, December 5, 2017

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

Guest - Cathy Fraser who is interested in the open trustee position which will be on the March 2018 ballot

CALL TO ORDER for regular meeting at 4:10pm by Nancy M., chair

### MINUTES

November 7, 2017 meeting -Motion to accept, with one correction, was made by Kristine, 2nd by Annette. Passed

### TREASURER'S REPORT

Kristine made the motion to accept the donated funds of \$573.28 for months of October/November, Nancy seconded. Passed. Treasurer's report accepted.

### OLD BUSINESS

Painter - Work completed and paid.

Snow Removal - Holly has asked the town hall for help in shoveling the roof during the heavier snow storms this winter. Brian is available after the schools and sidewalks have been completed. The library roof is "last on his list."

Security system and Phones - Verizon wireless phones will be connected to the internet server for an additional \$25./month.

Bookkeeper - Holly has put together a package for Bernadette, the new bookkeeper. They will get together soon to have her begin her duties.

Calvert Fund - Holly's list of IT recommendations approved by town. Small balance remains.

### NEW BUSINESS

Technical Services Bill - Motion made by Annette to pay Jim Bureau, library's tech person, the \$451. bill for technical services. Seconded by Kristine. Motion passed. Balance for microphone stand, cables, etc. \$2822.05.

Deposit slip error - Nancy made the motion to transfer \$100. from checking to the Nancy Jordan Memorial Fund, correcting a deposit error. Seconded by Annette. Motion passed.

Voyager headsets - Holly requested two Verizon's portable wireless headsets, costing \$100. each. Motion made by Kristine to purchase them with money from the Calvert fund. Seconded by Nancy. Motion passed. After some discussion, it was recommended to spend down funds from other specific memorials before the end of the year. This could be both books and/or Overdrive, where the Gilman library has a subscription to access NH state library's new CD titles.

Ray Kelly Painting - As per email, it was approved on 11/21/2017 to pay invoice #0826 for \$8,800. to Ray Kelly Painting with \$5,171.55 coming from the Capital Reserve Fund and \$3,628.45 from the Money Market Account. This leaves \$15,015.73 in the Money Market Account and \$25. in the Capital Reserve Fund. One warrant Article on the books for 2018, closes the Elevator Fund which has a balance below \$1.00.

Stock question - Holly will check with Bob Butler, Money Market fund advisor, on exactly when it was decided to make the interest from the library's money market fund available to supplement the library's budget. It was begun many years ago when Shirley Copeland was treasurer.

A&S Commerce - We have been approached by this Rochester, NH, company for permission to sell the library discards on line, each of us taking 50% of all sales. Discussion following and it was decided to place all transactions on hold. Holly will check out references, especially other nearby libraries using the service.

PENDING

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.

MEETINGS TO NOTE

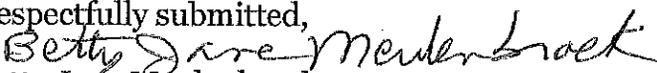
Budget Committee 2018 Budget Review - Wednesday, December 6 at 6:30pm

Next business meeting, Tuesday, January 2, 2018 at 4pm

Meeting adjourned 5:20 pm .

Guest Speaker followed: Jim Bureau, spoke to the library trustees on the new PA system. It features 4 channels, 2 microphones on separate frequencies, and 2 speakers.

Respectfully submitted,

  
Betty Jane Meulenbroek

Secretary