

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, January 2, 2018

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

December 5, 2017 meeting -Motion to accept, was made by Annette, 2nd by Kristine. Passed.

TREASURER'S REPORT

Discussion of last month's Budget Committee Meeting and the original stocks in the library's money market fund. Bob Butler could not yet be reached.

Kristine made the motion to accept the donated funds of \$809.58 for months of November/December. Betty Jane seconded. Passed. Treasurer's report accepted.

OLD BUSINESS

Snow Removal - Holly reported that the town has already shoveled the roof once this season, very important now that the cold season has begun. Good news!

Security system and Phones - Fax service in the library hasn't been working for the last month. Josh is looking into designating the 2551 line at no additional cost. The trustees had several questions for Josh on the telephone service provider. Holly will email him for clarification.

Bookkeeper - Holly and Bernadette are working on the 2017 year end report.

Calvert Fund - Holly is welcome to any title recommendations by the trustees.

NEW BUSINESS

Technical Services Bill - Jim Bureau, library's tech person, submitted a bill for \$58. for cables. Kristine made the motion to pay for it with money from the Peg Keyser Fund. Seconded by Nancy. Motion passed.

Small Wrought Iron Bench - A slat on the outdoor bench has broken off due to the dry wood. Betty Jane offered to have Pieter Meulenbroek look to repair it.

Fax Policy - Needs to be written in order to cover the receiving, as well as the sending of faxes by the public. Presently, this new service isn't available in Alton.

Delayed Opening - The town maintenance has questioned what the library policy is for opening delays. Is it the same as for school closing? Since only Wednesday and Friday would be affected (library is closed on Mondays and opens 11am on both Tuesdays and Thursdays), the trustees recommended that Holly "play it by ear." No policy change.

Checks Needing Approval - The decals in the children's room cost \$100.74. Kristine made the motion to pay Amazon out of the Peg Keyser Fund, Seconded by Nancy. Passed. Motion to pay the Apollo Bibliotics bill of \$1500. out of the money market account was made by Kristine, Seconded by Annette. Passed.

Carpet cleaning / Primex claim - After some discussion, the trustees voted to have maintenance personnel shampoo the portion of the carpet damaged by the leaking roof instead of outsourcing.

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

Next business meeting, Tuesday, February 6, 2018 at 4pm.

Filing period - Jan 24 to Feb 2, 2018 at 5pm .

Deliberative

Session at PM high School - Wed, Feb.7, 2018 at 6:30pm (snow date Thurs, Feb 8, 2018 at 6:30pm)

Town elections at St.

Katherine Drexel Church - Tues, March 13 (7am - 7pm)

Meeting adjourned 6 pm .

Respectfully submitted,

Betty Jane Meulenbroek

Secretary

