

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, January 17, 2017

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

INVITED GUEST, CRAIG STEVENSON OF NEW ENGLAND SECURITY CO.

The carbon monoxide (CO) indicator acted up in the library on 1/31/2016 . The Alton Fire Department responded, checked things out and reset the system. Craig Stevenson of the NE Security Co. reported to the trustees that this CO system was installed in 2009 and came with a life expectancy of 10 years. In his opinion, the three devices need to be changed out. There have also been many false alarms with the security system in the gold room upstairs which has now been deactivated. Mr. Stevenson will write up a proposal to the trustees addressing these issues, to include:

1. smoke detector
2. security system (including 3 "panic buttons")
3. carbon monoxide detector

Holly questioned whether the patron counter under consideration would interfere with the upgrades. Craig didn't feel it would. It was also noted that the fire department does an annual test of all municipal safety systems.

CALL TO ORDER 4:40pm with Kristine Simone, Acting President

MINUTES

December 20, meeting -Motion to accept by Kristine, 2nd by Nancy Passed

January 5, special meeting - Motion to accept by Nancy, 2nd by Betty Jane, passed

TREASURER'S REPORT

Betty Jane made the motion to accept donated funds of \$ 473.10. Seconded by Kristine. Treasurer's report unanimously approved.

OLD BUSINESS

Back flow replacement is now in the mechanical room - Keith Dube dropped off.

Painter - Ray again contacted by John but he hasn't yet met with Holly. Trustees may have to call in another painter if the start date remains unset.

NEW BUSINESS

Payroll Authorization - 2017 COLA update

Money Market Bank Fee

A nominal fee has been charged to our money market account since the \$3000. minimum has not been met. Kristine will call Bob Butler to discuss a transfer from our portfolio to the money market account, and how to avoid future fees.

Historical Room Door

Screws are loose. Holly will try to have it fixed. Otherwise, John offered to do it in the spring.

PENDING

YA chair/computer table - on hold until after painting

Meeting Room policy - Last revised 2014. still needs review of "for profit" users

Jan Pro free quote - questionable need if we have maintenance

Stair railing on walkway - consider in spring

Patron counter - more research needed

New computer for main floor - more research needed, after painting

Book drop at back entrance - pending

Next business meeting, 4pm, Tuesday, February 21, 2017

Meeting adjourned 5:20pm

Respectfully submitted,

Betty Jane Meulenbroek

Secretary