

Gilman Library Trustees Meeting

February 20, 2007

Minutes

Called to order 3:00 PM

Those in attendance included Shirley Copeland, Nancy Jordan, David Birdsey and Holly Brown.

The minutes from the previous meeting, dated January 23, 2007, were accepted with Shirley Copeland added to the list of attendees.

The Treasurer's Report was noted and placed on file as follows:

Checking \$ 22,282.14

Money Market \$ 21,266.14

Building Fund \$15,173.86

After receiving suggestions and comments by all paid staff members, the Gilman Library Trustees are in the process of reviewing and updating job descriptions for all paid positions at the library. More discussion will follow.

Heat tape will be placed in the drain pipe located under the back parking lot of the library to address the recent icing problem that caused water to back up into the library. This work is expected to be completed in about a week by Albright Electric, Alton. Serv-Pro has completed the process of drying the portion of the adult wing that was affected by the leak and the wing is now accessible. More discussion will follow.

The Gilman Library Trustees were presented with a copy of the Town Computer Equipment Policy for their consideration. More discussion will follow regarding this policy and the Fiber Optic System that has been put into place at the Alton Town Hall.

To date, there has been no response regarding a quote from Northeast Security which involves replacing heads in the smoke detectors throughout the library. Holly will contact them. More discussion will follow.

All restrooms in the library were closed on the afternoon of Tuesday, 2/20/2007 due to an activated alarm that is connected to the septic system. D&J Septic is scheduled to arrive on Wednesday, 2/21/ 2007 in an effort to determine and correct the problem. More discussion will follow.

The next Gilman Library Trustees business meeting is scheduled for March 20, 2007 at 3:00 PM.

Meeting adjourned 5:00 PM

Respectfully submitted,

Holly Brown / Library Director