

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, February 28, 2017

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

CALL TO ORDER 4:15pm by John Pohas, President

MINUTES

January 17, 2017 meeting -Motion to accept by Nancy, 2nd by Kristine. Passed

TREASURER'S REPORT

Nancy made the motion to accept donated funds of \$ \$215.10. Seconded by Kristine.
Treasurer's report unanimously approved.

OLD BUSINESS

Apollo Invoice

From Biblionix, the library's on-line catalog service: \$1500. Betty Jane made motion to pay it through money market funds, Seconded by Kristine, Passed

Chair Fund

Balance as of now is \$810.60. Nancy moved to add money from the Pat Merrill fund (\$845.), in order to place the order with the Demco Co. for new chairs in the community room immediately. Seconded by Kristine. Passed unanimously.

Ray Kelly Painter

Painting has been completed in the upstairs of the library although some water damage in the archival materials ceiling area still needs to be completed. This will be done after the ice melt system on the flat portion of the roof is repaired in the spring. John will meet with the roofer when he returns in April.

The interior painting still to be done includes the stairwell to downstairs, both bathrooms, the rest of downstairs and a small area by the drop lighting in ceiling peaks upstairs. Ray felt this could be done on a long weekend and there would be no need to close the library. His invoice for work to date was \$9,318.70. Kristine moved to pay it out of capital reserve funds, Betty Jane seconded. Motion passed.

Security System

Three separate proposals have been received from Northeast Security Agency for new

smoke detectors, carbon monoxide detectors and motion detectors (intrusion protection). This would completely update the library and should eliminate future false alarms. Nancy moved to accept the 3 quotes totaling \$2250. with payment to be made out of capital reserve funds. Kristine seconded. Passed .

Bank Fee in Money Market Account

To avoid any fees for having the money market balance drop below \$3,000. Kristine has already had Bob Butler transfer \$5,000. in February. An additional \$15,000. will be added in March, thus adding \$20,000. to the money market funds. This money is to be used for improvements such as new computers and landscaping.

NEW BUSINESS

Calvert Fund

There is a balance of \$3,306. available to the library to be used for electronic and technical upgrades. These funds are the remainder of the Main Street improvements done by the town some years ago.

Payroll Authorization

The required 3 trustees signed federally required payroll forms for proper classification of all library employees.

Trustee Position

There is one trustee position open on March's ballot. Discussion of possible write-ins. Candidates night is Wed. March 8 at 6:30 pm at the senior center.

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, March 21, 2017

Meeting adjourned 5:24 pm

Respectfully submitted,

Betty Jane Meulenbroek

Secretary