

## Gilman Library Trustees Meeting

### Minutes

March 21, 2017

Meeting called to order 4:10 PM

Attendance: Nancy Merrill, Kristine Simone, John Pohas (via telephone), and Holly Brown (acting as Secretary in the absence of Betty Jane Meulenbroek). Guest: Louise Landry.

Moment of Silence for Ruth Messier.

Nancy made a motion to accept the minutes from the previous meeting dated February 28, 2017. Seconded by Kristine. Motion carried.

Kristine made a motion to accept the Treasurer's Report as written. Seconded by Nancy. Motion carried. It was noted that the balance for the checking account does not reflect the \$15,000.00 transfer to the Money Market Account that was made earlier in the week and the Capital Improvement Fund does not reflect the recent payment made to Ray Kelly for painting \$9,318.70. Nancy made a motion to accept the donated funds \$104.00. Seconded by Kristine. Motion carried.

### OLD BUSINESS

Holly will contact Ray Kelly to set up a time to complete the painting on the main floor. The lower level will be addressed on a later date.

Craig Stevenson from Northeast Security is scheduled to assess the lower level of the library to determine whether the work on the security system should be completed prior to the lower level being painted. More discussion to follow.

R & K Landscaping has submitted a bill for the new double check valve on the sprinkler system. Kristine made a motion to pay the invoice for \$220.00 with the Building Maintenance Fund account. Seconded by Nancy. Motion carried.

Lake Winni Roof Solutions submitted a bill for investigating a roof leak, removing an ice dam, and sealing the seam to the roof hatch. John made a motion to pay the invoice for \$450.00 with the Building Maintenance Fund account. Seconded by Kristine. Motion carried.

There was some discussion regarding revising the Meeting Room Policy. Holly provided information from the American Library Association. Kristine plans to attend a workshop at the NHLTA Conference that will provide some insight. Kristine will contact the Portsmouth Public Library regarding the operation of classes held there. More discussion will follow.

### NEW BUSINESS

John and Kristine plan to attend the New Hampshire Library Trustees Conference on Tuesday, May 23, 2017. Kristine will be taking workshop # 1, 8, and 13. Registration deadline is Monday, May 8, 2017. More discussion to follow.

There was some discussion regarding the placement of a mural in the youth wing. Holly will explore adhesive murals that are available for purchase on line. Other possibilities include hiring a local artist or inviting local art students to fulfill a community service requirement.

Consideration was given to removing the old circulation desk from the Youth Wing. More discussion will follow.

Ruth Messier's family has requested that donations be made to the Gilman Library in her memory. Holly will explore the possibility of having a clock made for the library in Ruth's memory. More discussion will follow.

John explained the recent replacement of the old panel for the furnace on the lower level of the library that took place during the last two days. Service Experts (Strogen's) will provide a bill in the near future. More discussion will follow.

There was some discussion regarding the activity relating to the General Checking Account. Holly provided some clarification regarding the funds that are contained in the account. More discussion will follow.

Louise Landry, very kindly, offered to step forward to fill the vacancy on the Gilman Library Board of Trustees. Kristine made a motion to allow Holly to write a letter, on behalf of the Gilman Library Board of Trustees, to the Alton Board of Selectman to request that they allow Louise Landry to be appointed to the Gilman Library Board of Trustees immediately. We will request that the matter be expedited to allow Louise to attend the Trustee Orientation Workshops being offered at the New Hampshire Library Trustee Association Conference in May 2017. Seconded by Nancy. Motion carried.

#### BUSINESS PENDING

YA chair/computer table

Meeting Room policy

Jan pro free assessment & quote (do we need this if we have maintenance?)

Railing at Stairs on walkway (Spring)

Patron Counter – more research needed

Looking into a new computer table for main floor – more research needed

Book drop at back entrance pending

Maintenance

Meeting adjourned 5:35 PM

The next business meeting is scheduled for Tuesday, April 18, 2017 at 4:00 PM.

Respectfully Submitted,

Holly Brown

Library Director\*

