

## Gilman Library Trustees Meeting

June 6, 2017

Minutes

**Called to order:** 4:08 PM

**Attendance:** Nancy Merrill, Annette Slipp, Kristine Simone, John Pohas, and Holly Brown.

**Minutes:** Nancy made a motion to accept the minutes from the previous meeting, dated May 2, 2017. Seconded by Annette. Motion carried.

**Treasurer's report:** Noted and placed on file. Kristine made a motion to accept donated funds totaling \$578.20, Year to date \$3,980.40. Seconded by Nancy. Motion carried.

Annette made a motion to allow John to reach out to outside sources who might be willing to provide bookkeeping services to the library. Seconded by Kristine. More discussion to follow.

**Old Business:** The scheduled updates to the security system are complete. Holly will bring copies of the detailed invoices to determine if additional work should be considered.

The capital improvement funds, held by the town for the library elevator, will close within the month after the service contract is paid to Stanley Elevator. The Gilman Library Trustees will send a letter to the Selectmen requesting a warrant for 2018 to allow voters to eliminate the existing fund.

John will obtain prices for placing a railing on the lower front steps. A center railing will be added to the higher steps that have side railings.

John will contact Ray Kelly in an effort to determine when he might be available to continue painting/repair in the library.

John will write a briefing for the meeting with the Alton Board of Selectmen, dated July 17, 2017. Members were asked to consider whether they might like to add anything to the briefing. Any input will be collected at the next meeting.

Holly provided a letter/ list of electronics to be purchased with Calvert Funds. The letter, signed by the Library Trustees, will be submitted to the Trustees of the Trust Funds with a description of the items for their approval.

Nancy made a motion to pay the Stroger's invoice (dated 4/3/2017 - \$650.00) for adding a 2<sup>nd</sup> Zone Board with Money Market funds. Seconded Kristine. Motion carried.

**New Business:** There was some discussion regarding donating older books (that do not sell) from the library book sale to the book bin at Hannaford. Any donations Hannaford receives goes to a children's charity.

Kristine attended the Annual Trustees Association Conference. She shared information regarding maker spaces, policies, and 3D Printers. Kristine will look into the Makerspace Program offered through the state library. Annette will research/report 3D Printers. More discussion will follow.

Holly will provide copies of existing library policies for review. The first order of business will be to create a "Policy writing/reviewing policy". Holly will search for an existing policy to be scanned to each member in preparation for the next meeting. Efforts will be made to address one policy per month.

The clock purchased in memory of Ruth Messier has arrived and is located on the mantel outside the Williams Room. There is \$70.00 remaining in the memorial fund. John made a motion to allow Holly to purchase more bookends for the Kayser Room in an effort to keep the books more manageable. Seconded by Annette. Motion carried.

John will contact Keith Dubey to ensure that the sprinkler system is set on a timer.

Holly will proceed with the quote request (without mushroom stools) for Brodart. Mushroom stools will be acquired through another vendor.

Holly will ask Liz Dionne, Town Administrator, if we are able to locate a “jack of all trades” that will be asked to provide services as needed. It is understood that the person must be fully insured.

**Meetings to note:** Tuesday, July 11, 2017 at 4:00 PM – Business meeting.

Monday, July 17, 2017 at approximately 6:00 PM – Selectman informational.

**Meeting adjourned:** 5:55 PM

Respectfully submitted,

Holly Brown

Library Director