

Gilman Library Trustees Meeting
June 18, 2013
Minutes

Called to order 9:00 AM

Those in attendance included John Pohas, Shirley Lane, Ruth Arsenault, Ruth Messier, Linda Hess, Holly Brown and Bob Butler.

John made a motion to accept the minutes from the previous meeting, dated May 21, 2013, as read. Seconded by Shirley. Motion carried.

No Treasurer's Report Available at this time.

OLD BUSINESS

Bob Butler - R.B.F. & Co., provided a consolidated report/overview of the current state of the Gilman Library Stock Investments.

The carpets, throughout the building, have been cleaned by Ellis Cleaning. The bill for \$1, 349.93 was submitted to the town Finance Officer - Paulette Wentworth to be paid with Capital Improvement Funds slated for Library Building Maintenance as specified by the Gilman Library Trustees.

Linda made a motion, pending John's recommendation, to purchase a dehumidifier (HAIER 70 – Pint Dehumidifier for \$289.00) for the lower level of the library. The purchase will be paid with the Gilman Library Building Fund. More discussion will follow.

NEW BUSINESS

Shirley Lane and Ruth Arsenault will receive mileage reimbursement for workshops/conferences they have recently attended.

John is getting quotes for repairing wood rot damage around the building. The front of the building will be addressed this year and as soon as possible, the back of the building will be addressed next year and the side work will be completed in the year to follow.

Ruth A. will call White Star in anticipation of the repairs that are expected to be completed during the summer. They will be asked to trim back bushes to allow better access to the building and prevent further damage. More discussion will follow.

Ruth A. made a motion to accept the quote from Ellis Cleaning for cleaning all library windows inside and out and wash the screens and sills. The cost \$910.00 will be paid with the Capital Reserve Fund as part of the Building Maintenance schedule adopted by the Gilman Library Trustees.

The Gilman Library will hold an Open House Day on Friday, June 28th, 2013. Library Patrons and Friends will be invited to join us for cake and punch, to wish Cindy well as she retires and to sign her book of memories if they have not already done so. Roza Benoit will be employed as our new Assistant Librarian as of July 01, 2013.

Ruth M. made a motion to increase the Petty Cash Fund to two hundred dollars. One hundred and fifty dollars will be taken from the Money Market Account to bring the Petty Cash Fund to the desired amount. Seconded by John Pohas. Motion carried.

At Ruth A's recommendation, John will provide information regarding placing another electrical outlet outside on the front of the building. More discussion will follow.

John is expecting to leave for Florida in October and will be returning in November.

Gilford Well was called to repair a break in the sprinkler system located at the front sidewalk and to locate a jam in the back flow which was preventing the system from shutting off properly. More discussion will follow.

The next Gilman Library Trustees Meeting is scheduled for Tuesday, July 16, 2013 at 9:00 AM

Respectfully Submitted,

Holly Brown
Library Director