

## Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, July 11, 2017

Present: John P, Betty Jane M, Kristine S, Nancy M, Annette S. and Librarian Holly B.

Holly informed the trustees of the recent deaths of two long-time library supporters: Robert Longabaugh and David Birdsey. Dave is a former trustee, and his obituary mentioned that donations to the Gilman Library may be sent in his memory. Cards will be sent to both families.

CALL TO ORDER 4:12p by John Pohas, President

John submitted his resignation as library trustee effective 7/18/17. He will be making Florida his permanent residence. The board reluctantly accepted it and thanked him for his past service, especially in the building maintenance areas. "A tough act to follow."

### MINUTES

June 6, 2017 meeting -Motion to accept by Kristine, 2nd by Nancy. Passed

### TREASURER'S REPORT

Elevator Fund - Officially closed. Town is requested to issue a warrant for 2018 eliminating the existing fund and striking it from the books.

Nancy Jordan Memorial Fund - Annette made a motion to ask the family if the terms of "interest only" could be changed to use the principle as well to purchase books. Nancy seconded and offered to contact them. Motion carried. Kristine made a motion to accept donated funds, seconded by Nancy. Motion passed.

### OLD BUSINESS

Painter / drop lighting / downstairs / security systems

John reported that Ray Kelly, the painter, will be available to finish both upstairs and downstairs projects after the summer. Any necessary work on the security systems will be done by NE Security the week before the painter is called in. It was also noted that the Historical Society's unit needs replacing. The fire alarm is battery operated and must be compliant with current laws. Holly to check Sturgeon's invoice to see if the historical room area has been included.

Railing on the lower front steps

Placed on hold, as John is resigning. Prices are needed for a center railing.

Sturgeon's Bid for AC in the Community Room

Last September's bid was for \$4551. Kristine made the motion to check if this bid is still valid. Annette seconded. Passed. John offered to follow up. Funds are available through capital reserve funds.

### Book Bag

The newly formed Friends of the Gilman Library will be raising funds through the sale of book bags during Alton's Old Home Week in August.

### Policy for Writing a Library Policy

Last revised 2014. No policy for writing such a policy could be found through the Am. Lib. Assoc. However, Holly located several on the NH State Library's website She distributed copies for the trustees to review before next month's meeting. The question had come up on the use of the public meeting room by non-profits. Further discussion next month.

### NEW BUSINESS / PENDING

#### Free Little Library

East Alton has installed a "Free Little Library" housing books to borrow, swap or share in the community. Holly thought that it may work nicely in Alton also, not only reaching out to downtown but also to the Community Center. Pam Martin, part-time library aide, expressed a willingness to service it with brochures about the library, a calendar of events, movie hours, summer reading program, etc.

#### Jan pro Free Assessment and Quote

Discussion about the library repairs / deep cleaning not presently covered by the town. Jan pro offers some needed housekeeping services, such as rug shampooing and window cleaning, but it was felt in general, there's also a need to have someone on call for minor repairs. They would need to come with their own liability insurance. Holly asked Liz Dionne, town administrator, and there is no objection to having a "jack of all trades" . No action presently taken

#### Accounting

Rosa will be asked to write a brief job description of what her duties are before we can advertise for her replacement.

#### Children and Young Adults Furniture

Quotes were reviewed from Demco (\$5,983.) and Brodart (\$4,178.23). Kristine made a motion to have Holly proceed with the purchases to be paid for out of the Peg Keyser funds. Annette seconded, Motion passed.

More research needed on the following: patron counter, new computer table for the main floor and book drop at the back entrance.

MEETINGS TO NOTE

Selectmen Department update - Monday, July 17 at 6pm

Business meeting, Tuesday, August 1, 2017.

Meeting adjourned 6:10pm

Respectfully submitted,

Betty Jane Meulenbroek

Secretary