

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, August 1, 2017

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

CALL TO ORDER 4:13 by Nancy Merrill, Co-Chair.

MINUTES

July 11, 2017 meeting -Motion to accept by Annette, 2nd by Nancy. Passed

TREASURER'S REPORT

Elevator Fund - Although only a formality, Annette made the motion to spend the remaining \$65.88 in the elevator reserve fund on the 2017 elevator inspection. Seconded by Nancy. Passed. This officially closes the account.

Nancy Jordan Memorial Fund - The family of Nancy Jordan has been contacted by Nancy M. and permission was granted to use both the fund's principle and the interest for the purchase of books. Mr. Jordan asked that one book per year be selected by the librarian. Holly's first book purchased with the fund is "The Promise of Sleep." A nameplate will be added to the inside cover. TD Bank can now be notified that this is no longer a dormant account.

Betty Jane made the motion to accept the donated funds of \$264. Nancy seconded. Passed. Treasurer's report accepted.

OLD BUSINESS

Painter / drop lighting / downstairs / bathrooms / new leak repair

Holly reported that the painter is available to finish the upstairs the third week in August. Downstairs is on the schedule for the fall. Other repairs are close to being wrapped up. Holly will order furniture for the children's room this week. They may need to be kept in storage until the painter is finished.

Railing on the lower front steps

Holly will ask John if he's gotten any quotes. Ideally, the work can be done before winter.

Strogeon's Bid for AC in the Community Room

Last September's bid was for \$4551. Last month John offered to see if this is still valid. Holly to ask him. Funds are available through capital reserve funds.

Phones

The library has had phone problems this past month. Three lines are affected on the main floor. In learning that the town has been transitioning from TDS to Verizon, Josh, their IT specialist, has identified our problem. "A work in progress."

Book Bag - Friends of the Gilman Library fundraisers

Book bags are on sale this month: \$10. for Friends members and \$15. for others. The board also gave Holly permission to set aside items the library has recently replaced (YA chairs, community room orange chairs, children's room laminated tables, plus any other items she'd suggest). These will be offered to the Friends' group to sell at their bake sale during Old Home Week.

David Birdsey Memorial Fund

To date \$195. has been received. Discussion followed on an appropriate purchase with the fund, possibly a 3D printer. Holly offered to find out more at an upcoming rally. Annette suggested that a survey on its potential use be taken, both on Facebook and at the library. Still in the "information gathering stage."

Free Little Library

Holly given the okay to move ahead on this, as described in last month's meeting.

Bookkeeping

A job description was shared with the trustees. This will be contracted out in 2018. Holly is actively pursuing candidates and will report back next month.

NEW BUSINESS / PENDING

Budget

Elizabeth Dionne, the town administrator, has asked Holly for the 2018 budget by the end of the month. It will then be shared with the selectmen. Other than a 2% increase in COLA for wages, it remains basically the same as last year. Holly will invite Ms. Dionne to the board's September meeting.

Personnel

The meeting went into executive session at 5:25 and reconvened 5:35.

Trustee Position

With John's resignation, there is an immediate opening on the board. Holly was given the go ahead to call several of the write-ins on the 2017 election list.

Calvert Fund

The town has \$3,306. in the Calvert Fund to be used for IT purchases. Holly is preparing a list of items to be submitted. She has asked Josh to determine what PA system works best with the Smart Board in the community room.

More research needed on the following: meeting room policy, a patron counter, new computer table for the main floor, maintenance help and a book drop at the back entrance.

MEETINGS TO NOTE

Business meeting, Tuesday, September 5, 2017.

Meeting adjourned 6:00 pm

Respectfully submitted,

Betty Jane Meulenbroek

Secretary