

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, Sept. 5, 2017

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

CALL TO ORDER 4:10 by Nancy Merrill

MINUTES

August 1, 2017 meeting - Motion to accept with corrections made by Annette, 2nd by Nancy. Passed

TREASURER'S REPORT

Betty Jane made the motion to accept the donated funds of \$166.09 for August. Nancy seconded. Passed. Treasurer's report accepted.

OLD BUSINESS

Painter - Will finish the painting of both floors the first week in October. It will require that the library be closed 4 hours on a Saturday. The downstairs will be closed 2-3 days to the public (exact dates to be determined), but notices will be posted well in advance at the library.

Security system and Phones - Work is progressing well on the integration of the library phone service and internet connections.

Railing on the lower front steps - John's reference's haven't been received yet. Nancy offered to ask Reuben Wentworth for a list of recommended local contractors. Annette will then get several quotes. Vote to be taken at the October 3 meeting, in time for installation this fall.

Strogeon's Bid for AC in the Community Room - Kristine offered to call and ask if their quote of \$4551. from September 2016 is still valid. Funds are available through capital reserve funds.

Book Bag / Bake sale - Friends of the Gilman Library fundraiser during the August Old Home Week raised \$260. The unsold orange chairs will be advertised on Craig's list by the assistant librarian.

Bookkeeping - Bernadette Kaszynski of the Lakes Region Tax Services is very qualified and available to do the library bookkeeping. Kristine made a motion to offer the position to her, seconded by Nancy. Motion passed. Holly will work out the written proposal details.

RECEIVED

Budget - The proposed library budget for 2018 was passed out to the trustees. A meeting with the selectmen will take place in October. Discussion followed on a possible change in the payment procedure in order to expediate the payment of bills. It would be more efficient if, after Holly approves the payment, the town issue checks directly. Presently, the library issues checks and then has to be reimbursed. It is expected the auditor can help with the details.

NEW BUSINESS

Strategic Plan / Collection Development Policy - Holly shared a development policy for the Gilman Library she recently completed for her Masters in Library Service. It is an excellent beginning to a 5 year strategic plan. Discussion of the future use of space downstairs was only one consideration. "A work in progress....."

Calvert Fund - A total of \$3,306. has been set aside by the town in a separate fund for IT purchases. Last month Holly submitted her first list of recommendations to the selectmen for \$2003.43. An addendum of \$1075.99 is now ready. The trustees signed these added recommendations of Jim Bureau, to the PA system package. Both lists still come in under budget by \$226.58.

Capital Improvement Plans (CIP) and Warrant - Some discussion of the need for carpeting and AC. It was decided that there was no need to request these in a separate warrant next election.

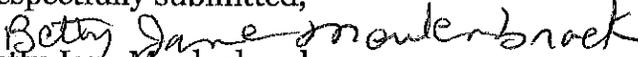
More research needed on the following: meeting room policy, a patron counter, new computer table for the main floor, maintenance help and a book drop at the back entrance.

MEETINGS TO NOTE

Business meeting, Tuesday, October 3, 2017.

Meeting adjourned 5:50 pm

Respectfully submitted,


Betty Jane Meulenbroek

Secretary