

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, October 3, 2017

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

Guest - Duane Curry of Seacoast Business Machines

The Gilman Library needs a new copy machine to replace its current copier which has been out of production several years and new parts are unavailable. Duane recommended the SharpMX-C402SC system. It is equipped for not only quality printing but also can scan and fax.

CALL TO ORDER for regular meeting at 5:25 by Kristine Simone, acting chair.

MINUTES

September 5, 2017 meeting -Motion to accept made by Kristine, 2nd by Annette. Passed

TREASURER'S REPORT

Annette made the motion to accept the donated funds of \$255.62 for month of September, Betty Jane seconded. Passed. Treasurer's report accepted.

OLD BUSINESS

Old Furniture - Posting last month on both Facebook and Craig's list resulted in only a few items being sold for \$31. The board requested that Holly call maintenance to dispose of the remaining items at the "swap shop" in the Alton landfill.

Painter - Will finish the painting of both floors beginning Saturday, October 7. It will require that the library be closed 4 hours. Upstairs will reopen normal hours at 11 am Tuesday, October 10 for the public.

Security system and Phones - Although Verizon's telephone bill is expected to be about half of what is now paid, Northeast Security upgrades will cost about \$650. and would increase their monitoring annual fee by \$300. Since these upgrades to Verizon's fire communicator network are necessary, and in the long run cost effective, Kristine made the motion to go forward paying for this out of the library's Money Market funds. Seconded by Betty Jane. Motion passed.

Railing on the lower front steps - No local contractor names available yet.

Strogen's Bid for AC in the Community Room - September 2016 bid no longer valid. Board felt this decision could be postponed at this time.

Bookkeeping - Bernadette Kaszynski of the Lakes Region Tax Services has accepted the

position of bookkeeper for the Gilman Library.

Budget - The proposed library budget for 2018 was approved by the selectmen at last week's budget determination meeting without changes. "Bare bones budget."

Calvert Fund - Holly's list for the library's IT recommendations is with the town of Alton. Awaiting their decision on its dispersal.

Strategic Plan / Collection Development Policy - Holly's review of both mission and vision statements for the Gilman library continues as her masters degree research work progresses.

NEW BUSINESS

Leak Sprinkler System - Keith Dube was called in to investigate a leak on the outside of the building. He requested Mahoney's Plumbing and Heating to do the repair. Kristine made the motion to pay the \$75. bill out of the building maintenance fund. Annette seconded. Passed.

Copier - Kristine made the motion to purchase (not lease) the Sharp MX-C402SC recommended by Duane Curry, with a 5 year locked in service contract of \$300./year. Margaret Kayser Memorial funds will be used. Seconded by Annette. Motion passed. Delivery expected within 2 weeks.

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.

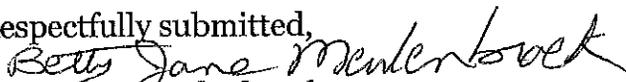
MEETINGS TO NOTE

Selectmen's Final Budget Determination, Wed. October 4, 6:30 pm

Next business meeting, Tuesday, November 7, 4pm

Meeting adjourned 6:00 pm

Respectfully submitted,


Betty Jane Meulenbroek

Secretary