

Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, November 7, 2017

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

CALL TO ORDER for regular meeting at 4:10p by Nancy M., chair

MINUTES

October 3, 2017 meeting -Motion to accept after spelling corrections was made by Kristine, 2nd by Annette. Passed

TREASURER'S REPORT

Betty Jane made the motion to accept the donated funds of \$693.12 for months of September/October, Kristine seconded. Passed. Treasurer's report accepted.

OLD BUSINESS

Painter - Will finish the painting of both floors beginning Saturday, November 11, Veteran's Day. Since library would be closed, no disruption in patron hours. Upstairs will reopen normal hours at 11 am Tuesday, November 14.

Security system and Phones - Northeast Security has finished all upgrades. Josh, Alton IT person, will finish his work soon.

Railing on the lower front steps - Nancy provided 3 contractor names for Annette to contact for quotes on the outside entrance railing.

Strogen's Bid for AC in the Community Room - A new proposal to install AC was received in September, 2016 for \$4851.00. Tabled until early spring, 2018.

Bookkeeping - Sherry from the town hall can begin writing checks for budgeted line items like utilities, making Bernadette's work easier as bookkeeper. Holly was given approval be the board to pass on the books immediately.

Calvert Fund - Holly's list for the library's IT recommendations is with the town of Alton. No update from them yet. Holly asked to invite Muriel Stinson, trustee of trust funds, to the next trustee's meeting in December.

Sharp MX-C402Copier - Installed and in use.

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. Antoinette seconded. Passed.

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.

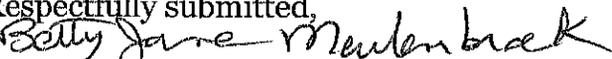
MEETINGS TO NOTE

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