

## Gilman Library Trustees Meeting

November 15, 2011

### Minutes

Called to order 3:40 PM

Attendance : Linda Hess, Ruth Arsenault, Juliann Jacobs – Blacksmith Printing & Copy Center, Wolfeboro, N.H., Holly Brown.

Ruth made a motion to accept the minutes from the previous meeting, dated October 18, 2011, as read. Seconded by Linda. Motion carried.

The Treasurer's Report was noted and placed on file as follows. Linda made a motion to change the name of the Building Fund Account to The Building Maintenance Fund Account to avoid confusion. Seconded by Ruth. Motion carried.

Checking \$33,675.96

Building Maintenance Fund \$11,079.22

Money Market \$25,416.13

Nancy Jordan Memorial Book Fund \$1,178.87

### OLD BUSINESS

Holly presented a recommendation on behalf of John Pohos to replace and synchronize thermostats throughout the building in an effort to increase efficiency and save money. Service Experts Heating & Air Conditioning (formerly Strogens Heating & Cooling) provided an estimate to John for \$589.00 (\$684.00 prior to discount). Price includes a five year warranty. John also recommends setting thermostats at 72 degrees (as required by law) while the building is being used by the public and 68 degrees when the building is not being used by the public. Linda made a motion to accept the recommendation to

replace and synchronize the thermostats. Seconded by Ruth. However, more discussion will follow regarding the temperature and times each thermostat will be set to.

Holly presented a recommendation on behalf of John Pohas regarding leaving the heat tape off this winter in an effort to increase efficiency and save money. Linda made a motion to leave the heat tape off at the front of the building for the winter because it was not possible to reach the outlet once the snow accumulates in that area. Seconded by Ruth. Ruth also recommended that the edge of the roof on the front of the building should be shoveled off to prevent damage. There was some question regarding the height of the back of the building and whether it may be best to turn the heat tape on in that area when a storm is expected. More discussion will follow.

Ruth will acquire a Visa debt card for the checking account that will be set at a limit of \$600.00 for the purpose of ordering library materials through Amazon. The debt card will be used as a credit card and will be protected by Visa.

Holly presented a sample of a small write up regarding meeting room usage which is included in the key pocket as the meeting room key is checked out

A draft copy of a Gilman Library Fax Service Policy was reviewed and discussed. More discussion will follow.

Juliann Jacobs – Blacksmith Printing, Wolfeboro, N.H., attended the meeting to address questions regarding the estimate that was provided for the digitalization of the Main Street newspaper. More discussion will follow.

#### NEW BUSINESS:

Linda will be the second contact for WMUR if there should be a question regarding closings and the station is not able to speak with Holly who is listed as the first contact.

The library will be closed on Saturday, December 24<sup>th</sup> 2011 and Sunday December 25<sup>th</sup> in observance of the Holiday.

The Holly Shrubs, previously trimmed, may be trimmed again as discussed by the volunteer team that works in the courtyard area if they feel the need to do so.

The trustees will accept a credit card statement in lieu of a receipt for Museum Pass reimbursement as long as it is submitted to the library within 30 days from the date of the visit.

The next business meeting is scheduled for Tuesday, December 27, 2011 at 2:00 PM.

Meeting adjourned 5:15 PM.

Respectfully Submitted,

Holly Brown

Library Director