

## Gilman Library Trustees Meeting

Lower Level Meeting Room - Tuesday, February 6, 2018 4pm

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

Guest: Josh Monaco, Town of Alton, IT Specialist

Josh attended this meeting to explain to the trustees the status of the library's phone system, and how library fax service can best be implemented. The town recently has switched to the American Security Co. of Sanford, ME. and are pleased with both their expertise and prompt service times. They no longer use Northeast Security. Since the library last year called NE Security in to get all systems up to code (fire alarms, burglar panel, etc), Josh suggested that we have American Security come out for a free consultation and estimate for future services. He also recommended that TDS come out (one time fee) to determine how all telephone lines are presently interconnected and what the best way to tie in fax service would be. The trustees agreed to have Holly call and set up a time. Josh offered to walk through the bldg. when they come.

Guest: David Countway, former library trustee of 20+ years

Although David wasn't on the board when the Agnes Thompson trust fund was set up, he remembered how faithfully Shirley Copeland, treasurer, tended it, first as a NOW account in 1975, then under the investment advice of David Houle. Well managed and invested by the trustees over the years, the account continues to grow allows for the interest to be spent on many library improvements or as recommended by the trustees.

CALL TO ORDER for regular meeting at 5:30pm by Nancy M., chair

### MINUTES

January 2 regular meeting and January 29, special meeting

Motion to accept both, made by Annette, 2nd by Kristine. Passed.

### TREASURER'S REPORT (Dec, 31, 2017 balances attached)

Kristine made the motion to accept the donated funds of \$1,112.43 for month of December. Betty Jane seconded. Passed. Treasurer's report accepted. These donated funds include \$500. from the Friends of the Gilman Library and \$150. from the John Chilton Memorial Fund for books. The remainder is from various donations, including the "conscience jar" and fax service.

### NEW BUSINESS

Bookkeeper - Bernadette has completed the 2017 year end report. Our system will be

upgraded to 2017 QuickBooks to match the bookkeeper's. Kristine made the motion to purchase a laptop solely designated to QuickBooks (\$400. budget), Nancy seconded. Passed unanimously.

It was noted that other old and new business had been covered in the beginning of the meeting in discussions with Josh Monaco and Dave Countway. Holly asked that book purchase suggestions and recommendations for both fax and community room policies be brought to next month's meeting.

PENDING

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, March 6, 2018 at 4pm.

Deliberative Session at PM high School - Wed, Feb.7, 2018 at 6:30pm (snow date Thurs, Feb 8, 2018 at 6:30pm ) Town elections at St. Katherine Drexel Church - Tues, March 13 (7am - 7pm)

Meeting adjourned 6:25pm .

Respectfully submitted,

Betty Jane Meulenbroek

Secretary

