

Gilman Library Trustees Meeting

April 24, 2012

Minutes

Called to order 2:00 PM

Attendance: Linda Hess, Pamela Martin, Ruth Arsenault, Ruth Messier and Holly Brown

Minutes: Ruth A. made a motion to accept the minutes from the previous meeting, dated March 27, 2012 as read.

Treasurer's Report was noted and placed on file as follows:

Checking \$ 32,848.98

Building Maintenance Fund \$ 11,113.44

Money Market Account \$ 24,178.20

Nancy Jordan Memorial Book Fund \$1,163.90

OLD BUSINESS

Linda Hess and Ruth Arsenault are checking their schedules to determine whether they will be able to attend the 2012 Spring Conference and Annual Meeting that will be held on Monday, May 21, 2012. They will let Holly know prior to Saturday, April 28, 2012 if they will be able to attend.

The Registration Form for the NHLTA Orientation Workshops will be presented again at the next meeting for consideration.

The library staff is currently working with the "Apollo Trial". An "Atrium Trial" will be set up in the near future. It is expected that a decision will be made between the two software systems in the fall.

An evaluation procedure will be created in the coming months. Job description reviews and evaluations will be conducted in the Fall. More discussion will follow.

Linda and Holly will meet on Tuesday, May 8th at 1:00 PM to finalize ideas regarding the Main Street Preservation Project. More discussion will follow.

Ruth will call White Star Landscaping for clarification regarding the April – September Maintenance Quotes 2012. More discussion will follow.

NEW BUSINESS

Holly will write up a Credit Card Policy consisting of a few paragraphs based on the sample policies reviewed over the past month and using a limit of \$1000.00 per purchase. More discussion will follow.

Holly will provide information regarding creating a new canvas book bag as a possible fundraiser for the library. More discussion will follow.

IMPORTANT DATES

Monday, April 30th, 2012 – Volunteer Luncheon – at noon – at Shibley’s on the Pier.

Gilman Library Trustees Business Meeting – Tuesday, May 15, 2012 at 2:00 PM.

Meeting adjourned 3:30 PM

Respectfully submitted,

Holly Brown

Library Director