

Gilman Library Trustees Meeting
May 21, 2013
Minutes

Called to order 9:10 AM

Those in attendance included Ruth Arsenault, Ruth Messier, Shirley Lane, John Pohas and Holly Brown.

Ruth M. made a motion to accept the minutes from the previous meeting dated, April 11, 2013, with the following spelling corrections:

****In the attendance line: name correction: *Justin* Avery

****In the first paragraph in Old Business : first line should read : Justin Avery presented an overview of account options available to the library if the Trustees should *decide* to move the library accounts from TD Bank to Profile.

****In the second paragraph in Old Business : The first line should read : The increase in the water bill was *due* to a leak located further down on Main Street and to ice dislodging the spigot located at the front of the building.

Seconded by Ruth A. Motion carried.

Shirley made a motion to accept the Treasurer's Report and place it on file as follows:

Checking \$ 41,306.04

Money Market \$ 8,332.55

Building Fund \$ 5,034.22

Nancy Jordan Memorial Fund \$1,164.48

Seconded by John. Motion carried.

OLD BUSINESS

Shirley made a motion to move all Gilman Library Accounts from TD Bank to Profile Bank. The process is to begin immediately. Ruth Arsenault and Linda Hess will be named as signers on the account. Seconded by Ruth A. Motion carried.

Shirley made a motion to hire Roza Benoit to fill the Assistant Librarian position that will be opening on July 01, 2013. Seconded by Ruth M. Motion carried.

Ruth M. made a motion to pay Roza Benoit \$16.32 per hour based on her library experience and education. Seconded by Shirley Lane. Motion carried.

John has spoken to Ken Roberts regarding work on the drainage system, located under and around the back parking lot, to eliminate the potential for problems with ice build-up. The existing drain pipe will be replaced, a flexible connection will be made to avoid breakage and a man hole will be created.

To address the theft issue previously discussed, all DVD's have been removed from their cases and will remain behind the circulation desk. We are awaiting the arrival of new cabinets for DVD organization and storage. More discussion will follow.

NEW BUSINESS

John made a motion to call Ellis Cleaning to have the carpet cleaned throughout the building and to have the carpets professionally cleaned every three years in accordance with the Building Maintenance Master Plan. Seconded by Ruth A. Motion carried. More discussion will follow.

John will research the possibility of purchasing a dehumidifier for the basement level of the building. More discussion will follow.

Gilford Well has opened the sprinkler system for the summer season with no unexpected repairs needed.

Shirley and Holly attended the 2013 Municipal Trustees Seminar presented by Terry M. Knowles and Anthony I. Blenkinsop of the State of New Hampshire Department of Justice - Charitable Trusts Unit on Monday, May 13, 2013. Handouts and Handbooks acquired during the seminar were distributed to all Gilman Library Trustees. Ruth A., Lily Yari (Library Aide), Pamela Martin (Friends of the Gilman Library) and Holly attended the New Hampshire Library Trustees Association 2013 Annual Conference on Monday, May 20, 2013. More discussion regarding the Seminar and Conference will follow.

Holly will explore options regarding creating name tags for Gilman Library Trustees to be worn at various functions they may attend. More discussion will follow.

Ruth M. presented a handout titled Check it out: Library starts lending dolls by Christina Barron. More discussion will follow.

The next Gilman Library Trustees Business Meeting is scheduled for Tuesday, June 18th 2013 at 9:00 AM

Meeting adjourned 11:00 AM

Respectfully Submitted,

Holly Brown
Library Director