

Gilman Library Trustees Meeting

August 20, 2013

Minutes

Called to order 9:10 AM

Attendance: Linda Hess, John Pohas, Shirley Lane, Ruth Messier, Ruth Arsenault and Holly Brown.

Shirley made a motion to accept the minutes from the meeting dated, July 16, 2013 as read. Seconded by John. Motion carried.

No Treasurer's Report available.

John provided estimates from various painters and carpenters for wood rot repair and painting around the exterior of the library.

Ruth A. made a motion to enter into a contract with JP Builders \$2,200 (carpentry) and Kenney D. & Sons \$3,200 (painting) and to allow John to proceed with the necessary arrangements for completing the work. John will provide a bill from JP Builders which will be submitted to the Finance Department. The initial deposit for JP Builders in the amount of \$1,000 will be taken from the Capital Reserve Fund for Building Maintenance. We will consider the possibility of using Trust Fund money for the remaining cost. Seconded by Ruth M. Motion carried.

John will paint yellow lines and lettering on the steps at the front of the library as recommended by the insurance company. He will bill the library for any materials. All costs will be paid with the Lib. General Expense line item.

Holly will submit the bill for \$910.00 (provided by Ellis Cleaning for window washing inside and out) to Paulette Wentworth in the Finance Office for payment with the Capital Improvement Reserve Fund for library maintenance.

Ruth M made a motion to move to Non Public Executive Session for the purpose of discussing personnel issues. Seconded by Ruth A. Motion carried.

Shirley made a motion to approve the minutes from the meeting dated July 23, 2013 and to leave them sealed following the non public session. Seconded by Ruth M. Motion carried.

Shirley made a motion to accept the minutes from the meeting dated July 30, 2013 with the proposed changes and to keep the minutes sealed following the non public session. Seconded by Ruth A. Motion carried.

Ruth M. made a motion to adjourn this meeting (both public and non public sessions) Seconded by John. Motion carried

Next business meeting is scheduled for Tuesday, September 17, 2013 at 9:00 AM

Respectfully Submitted,

Holly Brown, Library Director