

Gilman Library Trustees Meeting
November 12, 2013
Minutes

Called to order 9:00 AM

Attendance: Ruth Messier, Shirley Lane, Linda Hess and Holly Brown

Shirley made a motion to accept the minutes from previous meeting, dated October 15, 2013, as read. Seconded by Ruth M. Motion carried.

Treasurer's Report was placed on file as follows:

Checking \$45,301.92

Money Market \$5,322.88

Building Maintenance \$5,234.43

Nancy Jordan Memorial \$1,165.11

Old Business

TNT Electrical Contractor LLC has completed an outlet installation. Shirley made a motion to allow the cost of the work (\$537.46) to be taken from the Capital Reserve Fund for Building Maintenance. Seconded by Ruth M.. Motion carried.

Job descriptions for all staff members were reviewed. Suggested changes are as follows: Work pertaining to all e mail accounts will be written as managing *electronic mail* when necessary.

The Library Director shall have a Bachelor's Degree in Library Science or must have or be engaged in a Master's Degree Program in Library Science.

The personnel policy was reviewed. Suggested changes are as follows:

Requirements *are* necessary and job related.

Hours – no maximum but overtime (over 40 hours per week for Assistant Librarian and *Library Aides*) paid at a rate of 1.5% (except salaried positions)

Workman's Compensation, *Unemployment Compensation and taxes – depend on the Town of Alton.*

Dues for NHLA shall be paid by the Gilman Library Trustees *for the Library Director only.*

The Asset Allocation report, submitted by Robert W. Butler, Jr.-R.B.F & Co, was reviewed. No questions at this time.

New Business:

Shirley made a motion to accept the estimate (\$257.11 to be paid with the Building Maintenance Capitol Reserve Fund) from Service Experts Heating & AC for replacement of the expansion tank located on the water heater as recommended by the technician who completed the routine check of the heating systems. Seconded by Ruth M. Motion carried. More discussion will follow.

Ruth M. made a motion to offer donated skies (for display purposes) to the Alton Historical Society. Seconded by Linda. Motion carried. More discussion will follow. Ruth Messier and Ruth Arsenault will be up for re-election in 2014. More discussion will follow.

Shirley made a motion to allow the Library Director to hire, at his/her discretion, anyone who is reasonably capable of acting as substitute for regular library staff. This substitute will be hired temporarily when needed and at the rate of \$11.00 per hour. Duties will be limited to working the circulation desk and re shelving library materials. Every effort will be made to offer substitute time to regular library employees (at their regular rate of pay previously established by the Gilman Library Trustees) prior to offering hours to a temporary substitute. Seconded by Ruth M. Motion carried.

Shirley made a motion to move the Gilman Library Board of Trustees regular business meeting to the second Tuesday of each month at 9:00 AM unless otherwise noted. Seconded by Ruth M.. Motion carried

Meetings:

Library Trustees Business Meeting – December 10, 2013 – 9:00 AM

Meeting adjourned 10:50 AM

Respectfully Submitted,

Holly Brown
Library Director