

**GILFORD PUBLIC LIBRARY TRUSTEES  
MINUTES of 7/8/08**

**Present:**

Polly Sanfacon, Robert Kammeraad, Weldon Bosworth, Katherine Dormody, and Daryl Thompson present. Tracey was not present.  
Chairman Robert Kammeraad called the meeting to order at 8:41.

**Minutes**

The minutes of June 2008 were accepted as circulated.

**Reports**

Circulation pretty level, only slightly down. No other trends brought to attention.

Gilford budget reviewed; all accounts seem “on track.” Percentages of budget spent to date would be good to have.

Reviewed non-appropriated budget report. All looked OK

Noted increase in downloadable books. Cory will lead seminar on how to download books in July. Site will add capability so books can be opened directly in iPods sometime soon.

Reviewed construction financials. Katherine noted that cistern was added to catch discharge from geothermal. Added some walk-off mats in entry ways to building.

Shelving is doing fine. Probably will not have display shelves and tables on time.

Calendar: Last day is August 2<sup>nd</sup>. Library has been very busy. Reading program has been going well. Daryl commented that the posters look great!!!

Financial audit completed. Spent whole week on the audit. They suggested Katherine come up with a credit card and petty cash policy.

**Webpage**

Added recorded book reviews to the web page.

**Tuition Reimbursement Policy**

Katherine presented a draft of a tuition reimbursement policy. Some changes were suggested and incorporated. Policy was unanimously approved by the board.

## **Meeting Room Policy**

The board discussed having a policy for use of the new library meeting room. It was agreed that the following should be included in the policy.

- 1) Library business takes precedent.
- 2) Outside organizations on a first come, first serve basis.
- 3) An organization can book multiple regularly scheduled meetings in advance.
- 4) No charge for non profits.
- 5) There will be a charge for private or commercial use, fees to be determined.
- 6) No alcohol.
- 7) A/V equipment will be available for rent

Katherine will prepare a draft policy based upon the above for review next month.

## **Moving**

Scheduled for 8/7, 8/8 and 8/9.

Town has agreed to help by supplying labor.

We are renting 30 rolling book carts which hold 24 linear feet of books.

We have one truck with a lift. Probably need more.

Need more publicity on exactly what kind of help is needed.

Estimate to move furniture for \$700 from McDurgin.

Most of "NH collection" has been organized and cataloged by Katherine. A lot of the material was duplicate and has been properly disposed.

Reference collection has been condensed and some has been put into circulation.

Bought some new A/V shelving but it has to be assembled. Looking for volunteers.

Will also be getting an aquarium and electric guitars donated.

## **Grand Opening**

"Friends" have arranged for harpist for grand opening

Trustees asked to set aside following dates in August:

18<sup>th</sup> @ 5-7 PM – Donor recognition evening

19<sup>th</sup> @ 9AM Ribbon cutting ceremony; led by COC

23<sup>rd</sup> – Old Home Day, guided tours and open house (no food in new library)

Marcia Haughey will do watercolor of new library for a print to be presented to donors on the 18<sup>th</sup>. Have decided to do the back of the building (oblique road view) in the water color.

**Friends of the Library Update**

Deed can be transferred to town after title search and occupancy certificate. Some signage still available for donors > \$250. There will be a separate effort for those donating over \$5000.

**Personnel**

Cory got annual review and salary increase. Katherine is due next month

**Next Meeting Date:**

Our next meeting is scheduled for Tuesday, August 12th at 8:30 AM.

**Adjourn:**

The meeting was adjourned at 10:30.

Respectfully submitted,

Secretary