

GILFORD LIBRARY BOARD OF TRUSTEES
DRAFT -- Minutes of the December 14, 2011 Meeting

The meeting was called to order at 8:30 a.m. In attendance were Katherine Dormody, Robert Kammeraad, Steven Geer, Jack Lacombe, Kate Hamel, and Sue Cutillo.

I. Minutes

The minutes for the November 2011 meeting were approved.

II. Reports

A Monthly Circulation

Circulation was similar to last year.

B Programs

The program we co-sponsored with the Historical Society was successful, with 35 attendees. Storytime numbers remain constant with about 10 per session. There are 100 scheduled for the Gingerbread workshop on Friday. We began the Winter Reading Program for December and that will take us through the next sessions of storytime starting in January. New programs for January include an encore bread-making class, a program on couponing, and a new series for the moms in the Children's Room during storytime on general homemaking.

C Volunteer Hours

Volunteer hours are up over last year. We have been assisted by a community service young adult, who just finished his hours, a new volunteer who just moved back into the area, and Lisa Geer's trainees on book covering, who are doing well.

D Door Counts

Door counts are estimated since they were in for repairs and we are missing about 10 days worth of data. From the data we did collect, it appeared as though counts were significantly up from previous years.

E Budget

The bottom line looks fine. This will be reviewed under Old Business.

III. Old Business

A Budget

The Budget is still a work in progress. The Selectmen will meet tonight, and it will be passed on to the Budget Committee.

B Check out an Expert/Living Books

There are 3 available. We are looking for "experts" in the library community to participate.

C Automation Project

The system is going down from 8am today until Friday morning, and we have done what we can to prepare for this: back-up system in place, printed out all titles on request for hand-pulls.

IV. New Business

A HVAC Issues

Jack reported on HVAC Issues/General Maintenance. As part of their maintenance contract, Granite State (\$3,146 per 2 inspections per year, equals about 16 man-hours at \$17 per hour). Points of contract include 1) must tell us before coming on the job site; 2) must review work with library staff (and sign form) before leaving site. Contract runs August to August. Has completed first inspection, will do second in the Spring. Finding: Coil #6, bearing needs to be replaced (est. \$62.), Northfield will come for 3 hours at no charge to investigate low pressure in heat pump – Total estimate, \$1,028 (accounts for this repair).

Joe Fadden will give us an estimate. (Quote (\$2,900) (reflects \$80 per hour, but will cut down to \$75/hr, similar to a couple years ago).

Do we need them twice, or only once? Thought better to go hourly.

B Potter Hill Road Property (In Attendance: Alexis Jackson, President, Friends of Gilford Public Library)

Board Position: To recommend rescinding on Purchase & Sale Agreement with Knolls, and to put it on the market.

Gilford Selectmen will meet at 7:00pm tonight on this issue (2nd to last item on the Agenda). Library Board will be in attendance to speak on this issue (Kate, Steve to speak).

Alexis will send an e-mail to the Friends Board after this meeting to vote on extending the bank agreement by December 21st. Steve will draft thoughts. Alexis, Kate will work out details with John at Laconia Savings Bank.

C Personnel – Maxwell, Tidd

Board recommended replacing Abi with a 20 hour a week person beginning after the 1st of the year. Abby's fiction was accepted for publication. She signed with Knopf and is scheduled for publication in February 2013. She'll be writing full-time, but will continue to work through the end of the year, and will work on writing projects for library from home.

Approved Betty Tidd's employment form.

D Teen Room Issues

Katherine reported incident with teen: ambulance called in response to medical emergency/illness.

E Holidays – Staff

Staff will have their holiday party next Wednesday. Board agreed to purchase gifts and donated \$10 each to cover costs. Katherine will ask Tracey to pick up bottles of wine.

The meeting was adjourned at 10:15 am. The next regular meeting will be January 10, 2012 at 8:30 a.m.

Respectfully submitted,
Sue Cutillo, Co-Secretary