

GILFORD LIBRARY BOARD OF TRUSTEES
Minutes of the October 9, 2012 Meeting

The meeting was called to order at 8:32 a.m. In attendance were Katherine Dormody, Kate Bishop Hamel, Sue Cutillo, Steve Geer, Jack Lacombe and Daryl Thompson.

I Minutes

The minutes of the September 2012 meeting were accepted and approved.

II. Reports and Programs

A Monthly Circulation

Although circulation was done for the month (contributed to beautiful weather) we are up 2% for 2012. Computer usage still continues to be up month to month, as well.

B Programs

The Destinations program drew 44 people and was very well received. The Library held their annual Shelving party, resulting in finding many mistakes (as result of successful Summer Reading circulation) that the "shelvers" caught and fixed. It was also beneficial for volunteers to meet one another and work together as a group.

C Volunteer Hours

Most of our summer only volunteers are gone and we will be looking to recruit new volunteers to help fill the gap in shelving and covering books.

D Door Counts

The door counts are down slightly from last year, but we also have not had any large community events (i.e., the Heritage Festival) to compare from the first year that we recorded our door counts.

E Budget

Overall we are on the right track for the budget, with some categories/line items in better shape than others. Four new computers have been purchased, but will be paid for later. We have also spent our budgeted amounts for adults, with audio and children's not far behind.

III. Old Business

A GVK Land Purchase

Scott Dunn attended the meeting to inform us that after the Public Hearing (scheduled for 10/10/12), barring no changes, that the Selectman will be transferring the \$110,000 to the Trustees over the next 2-4 weeks. Then we will transfer those funds to the Friends. Any remaining monies will be held by the

Trustees for the purposes of building maintenance costs associated with the building of the new Library.

B HVAC Contract

After reviewing the contract, we have asked Scott Dunn to contact Denron and ask for them to revise their contract to reflect the maintenance requirements and needs for a geothermal system, as the contract received reflects a standard boiler contract. Additionally, Katherine requested that we receive service twice a year and billing twice a year vs. monthly as stated in the proposed contract.

C Budget 2013

Scott Dunn indicated that the Selectman would be reviewing the purchase of a defibrillator (estimated cost of \$700) in this year's budget, as it was cut for 2013. Additionally, he notified the Trustees of the assigned Budget Sub-Committee to be Fred Butler, Sue Greene and Phyllis Corrigan. A meeting will be scheduled with the subcommittee prior to the 10/18 Budget meeting.

D New Computers

As mentioned under Reports (Budget), Katherine purchase four new computers and will also purchase new licenses and update staff licenses.

E Policy Review Schedule

The Trustees will review 2-3 Library policies monthly, as well as periodic reviews of the Trust funds.

IV. New Business

A Garage

Kate made a motion and Jack seconded to accept monies from Jim Howe for garage rental for 2012-2013.

B Personnel - Reviews

C NHLTA New Trustee Orientation

Daryl Thompson attended the orientation in Lancaster last month and shared highlights from the workshop with the Trustees, including the new law, RSA 91-A, The Right to Know Law (7/28/12) which requires a vote to go into non-public session, session needs to be recorded and minutes sealed; reminder that minutes be posted within five days at both library and town offices. We currently print and keep in a binder in the NH Room and send an electronic version to Town Hall. It is also important to "Wear your Library hat at all times".

D Advocacy

General discussion on ways the Trustees can be effective advocates for the Library, including articles in local papers, submissions to NHLTA's newsletter, contacting state reps for applicable laws affecting libraries, and considering hosting

forums/trustee support groups for the area.

We will discuss in more detail on a monthly basis with action items accordingly.

V. Adjournment

The meeting was adjourned at 10:25 a.m.

Respectfully Submitted,
Kate Bishop Hamel, Co-Secretary