

## Minutes: Library Board of Trustees Meeting

Date: March 20, 2017

Called to order at 4:33 pm

Present: Mary Louise Charnley, Gail Thomas, Diana Johnson, and  
Eileen Gilbert (Librarian)

February minutes were reviewed as well as the librarian's reports. The library made it through the last storm well, though internet was down for 3 ½ days. Sarah and Katherine kept detailed notes on all books going out and coming back. They did mention that we lost quite a lot of foot traffic due to the lack of internet.

Old Business:

1. There was a discussion about the LChip grant for clarification. Mary voiced concerns that the library will need to spend a great deal of money for the feasibility study as we have only received \$250 in donations to help support this. The trustees are requesting a meeting with the selectmen to discuss the support the library would have to go forward with expansion of the building should that be the recommendation of the feasibility study.

One concern is that even if the study determines that expansion is needed, any further L-Chip grants awarded would not go toward expansion, but only the original building itself. While we can't know what the study would find, we are already familiar with many of the needs of the building: repointing brickwork, new windows, wood work damaged by water, non compliance with ADA requirements, etc.

New Business

1. Window Cleaning- Eileen got quotes for cleaning the windows from two cleaning companies. Great Northern Cleaning gave a price of \$600 to clean the inside and outside of all windows; Joyce Janitorial gave a quote of \$500 for the same work. The trustees voted to hire Joyce as we have been happy with their cleaning of the library in the past.
2. Passes from Squam Lake, the Wright Museum and the SEE Science Center have been purchased for the upcoming year.
3. The hot water heater needed replacing today. Alan purchased one at Lowes and installed it. When the credit card bill comes in, the town will bill us or deduct the amount from our account.
4. Eileen would like to purchase two new public use computers with the money budgeted for that. She will purchase them through Quill.com as she did the

- last computer. Certified Computer Solutions will install. Cost should be about \$1500.
5. New Hours will start April 1 through the summer. The library will be open 10-7pm on Monday and Wednesday, Tuesday and Thursday 10-5pm, Friday 10-4pm and Saturday 9-1pm.
  6. Eileen also would like to start a lapsit story hour in the summer as there are quite a few very young ones interested in story hour. There currently is book group for adults meeting on Friday mornings; she will look at the possibility of have one in the evening during the summer as well.
  7. Mary wondered if the library should have posted rules and set times for computer usage as some youngsters seem to spend quite a bit of time on them. Gail felt this might be too off-putting unless there was a real need to do so. Eileen felt that the current system was working well. It was decided that no changes should be made at this time.
  8. Diana and Mary worked on balancing the checkbook and noted that deposits made should be listed in a register at the time they are put into the account- and automatic deductions need to be remembered to be put in as well. Eileen suggested using Quick Books to keep track of finances. Gail suggested coming up with standard procedures to keep and balance the checkbook for anyone that would need to do that. Eileen will talk with Leslie (town accountant) about setting up such a procedure.

Adjourned at 6:00.