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Gilford Public Library Board of Trustees
DRAFT Minutes of the August 8, 2023 Meeting

Attending: Katherine Dormody, Alexis Jackson, Peter Ellis, Thom Francoeur, Mike Marshall, and Diane Tinkham.

Chair Alexis Jackson called the meeting to order at 10:00.

Minutes

Mike made a motion to accept the minutes from the July Trustee meeting as amended, Peter seconded, and all voted in favor.

Public Comment

There were no public comments submitted.

Reports

Circulation – The new calendar application on the website is great. July circulation was strong, Digital usage continues to climb with 1497 total check-outs, about 13% of the total circulation and 23% of the total patronage. There were 43 new borrowers. Overdrive continues to go up in cost and is very expensive so Katherine is considering dropping Hoopla and using those funds to pay for more Advantage titles. Diane made a motion that we continue to use Hoopla for a few months and then cancel it due to expense and because the signup format is limited. Thom seconded and all voted in favor.

Programs – The programs with the highest attendance were Storytime with Eugene (44), Flower Pot Painting (47), Lindsey and Her Puppets (53), Squam Lakes Science Center (99) and Flying High Dogs which had 166 participants. Thom pointed out that Storytime at the Beach is very well received.

Budget – We've had several large unanticipated expenses but the budget continues to be stable. Investment accounts are still trending upwards.

Volunteers – We had 262.5 volunteer hours last month from 30 people during the month of July. Summer youth volunteers helped a great deal this summer. The Volunteer Appreciation event will be on Sept. 21.

Old Business

- A. Friends – The Friends offered to purchase the two Office Pods/Mobile Meeting Rooms from Zenbooths. They are looking for volunteers to help with Old Home Day.
- B. Security Alarm – The security alarm switch out with panic buttons should be installed by the end of September.
- C. Belknap Landscaping– The outside back stairs are completed and look excellent. A handrail still needs to be installed.
- D. Building Maintenance Update – The building was pressure washed and the annual alarm and elevator inspections were completed. We’re waiting for another heat pump to arrive. Peter initiated the discussion concerning the fact that the staff toilet isn’t working well. The Generator Project plans continue to be discussed. We need to get an estimate for the cost to pour the slab beneath the electrical structure and to put a roof over the circuit breakers.

New Business

- A. Capital Improvement Projects- CIP requests are due on Sept.1. The Budget Committee wants to know if the Trustees have any sizable projects that will be needed in the next five years.
- B. Proposed Personnel Updates- Katherine presented a proposal concerning: pay for longevity, floating holidays, health insurance, and evaluation forms.
- C. Fall Program Schedule- Katherine shared the calendars for September and as usual they’re filled with a great variety of interesting offerings. We’re continue to offer Spanish lessons and there will be a new cooking class run by a 4H leader. Linda Betoney will be leading a new program called “Little Math Whiz”.
- D. Policy Reviews- The following three policies were reviewed with minor changes recommended. Peter moved to accept the policies as modified, Thom seconded, all voted in favor.
 - Programs in the Library
 - Co-Sponsored Programs
 - Program Registration
- E. Personnel- Nicole’s last day is August 18 and she has been a great summer addition to the staff. Mike made a motion to move to executive session at 11:10, Thom seconded, all in favor. The evaluation for the Director of the Library, Katherine was discussed and completed. Mike made a motion to return to public session at 12:13, Peter seconded, all in favor.

Peter moved to adjourn, Mike seconded, all in favor. Chair Alexis called the meeting adjourned at 12:20.

The next regular meeting is scheduled for September 13, 2023, at 10:00 am.

Respectfully submitted,
Diane Tinkham

