



Gilford Town Hall: 47 Cherry Valley Rd., Gilford, NH
Phone: (603) 527-4700 **Fax:** (603) 527-4711

Gilford Public Library Board of Trustees
Minutes of the September 13, 2023 Meeting

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

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

Minutes

Peter moved to accept the minutes as published from the August Trustee meeting, Thom seconded, and all voted in favor.

Public Comment

There were no public comments.

Reports

Circulation – The Library has been very busy- 10,492 check outs, there were 9131 times people came in the library, 1003 unique borrowers overall, and 273 unique borrowers on Overdrive. Digital usage keeps going higher and is 26% of patronage.

Programs – Attendance for Adult Programs was up 55% from last August with a total 889 people participating. The numbers in the Children’s Room was down a little and teen usage was up from last year at this time. We had the same number of children complete the Summer Reading Program. There were over 100 kids in the library on the early release day on Tuesday, Sept. 11.

Budget – Mike reported that we had some major unanticipated expenses so the budget is tight at the moment.

Volunteers – We had 260.5 volunteer hours last month from 30 people. The Library staff is planning the Volunteer Appreciation Luncheon.

Treasurer – Many passports are being processed which is a good form of income. Deposits were about \$2400 and expenditures near \$2000.

Old Business

- A. Friends-The Zenbooths purchased by the Friends have been installed and have already been enjoyed by patrons. OHD was very successful with over \$3000 in sales. But we could have used more bakers as the pie ran out before noon. The Library's Float won the Grand Prize. Peter will attend the Sept. 19 Friends Meeting.
- B. Security Alarm –Panic buttons have not yet been replaced.
- C. Ceiling Repair-The Town received about \$4000 from insurance. We're having a difficult time getting estimates.
- D. Ceiling Tile Repairs-The work to replace or lower the ceiling tiles in the hallway downstairs was on hold since we cannot lower them without lowering the sprinkler heads. Matt Whitney modified his plans and completed the project.
- E. Generator Project-The electrical house needs to be demolished a new pad needs to be installed. Hutchins Electric has received the generator and will be beginning work on the preliminary steps.
- F. Fall Programming-Children-the first meeting of the Little Math Wizards went well. The Village Nursery will be visiting in October. We asked GES to circulate another video, this time for Library Card Sign-up Month. We have been actively promoting 1000 Books before Kindergarten. The Children's Room is a very happy place for all with a very positive atmosphere. A new Storywalk will be put up in the fall.
- G. Fall Programming-Adults-We are participating in NH's 2023 Big Read. The book is "The Bear" and the discussion leader is from SNHU. We also have a Traveling Planetarium coming on September 28th at 3:30.

New Business

- A. HVAC System-We had to replace the pump and have had multiple service calls totaling over \$5000. The system is functioning at only 15-20% and causing daily problems. Katherine will be discussing these necessary repairs with the Selectmen and Scott Dunn on 9/27.
- B. Budget 2024-The Trustees will be meeting during the week of October 9th to discuss our budget. The Selectmen will review it on October 24th, the Budget Committee meets on Nov. 2nd. Our full Budget Committee meeting is on November 16th at 6:30.
- C. Teen Room- There is now a desk in the Teen Room so that there will be a staff member in the room to help set the tone in the afternoon. The carpet needs to be replaced and some other projects are needed. We need more funds to cover the projects and the additional staff coverage that is needed to monitor the group.
- D. National Passport Agency-Our Library staff who are agents are up for re-certification and our location was chosen for an audit. The auditor will be at GPL on September 15th.
- E. Policy Reviews
The following three policies were reviewed with minor changes recommended. Peter moved to accept the policies as amended, Mike seconded, all voted in favor.
 - Forms
 - Video Games and Board Games Policy
 - Zenbooth Policy

Personnel

Peter Moved to adjourn, Thom seconded, all in favor. Chair Alexis called the meeting adjourned at 11:07.

The next regular meeting is scheduled for October 12, 2023, at 10:00 am.

Respectfully submitted,
Diane Tinkham