

GILMANTON CORNER PUBLIC LIBRARY
Board of Trustees Meeting
April 11, 2011

Attendees

Trustees: Phyllis Buchanan, Diana McElwee, Tom Scribner, & Deb Chase (alternate)
Librarian: Linda Hudziec
Guests: Judy Bakos, Elena Ball, and Roger Bali

Call to Order

In the absence of the chair, Deb Chase called the meeting to order at 4:19 p.m. Trustees present were Deb Chase and Diana McElwee. (Phyllis Buchanan arrived at 4:20 p.m., The Chair, Tom Scribner, arrived at 4:25 p.m.) Based on trustee attendance, Acting Chair Deb Chase opted to postpone the review and approval of last meeting's minutes until the trustees en route arrived.

Treasurer's Report

Diana McElwee reported that the current balance in the Library's check book is \$1,427.55. The balance for the Book Fund is \$514.01 with \$913.54 in the General Fund. McElwee further reported that the town's auditor had reviewed the Library's financial records as presented to him by Tom Scribner and noted a negative variance of \$75.01, which he assumed was in the "petty cash" account. The beginning balance for this year has been set at \$1222.26. Starting with a clean slate, McElwee pledged to the auditor a more coherent set of financial records for his next review.

Review/Approval of Minutes

Copies of the minutes of the Trustee's last meeting were distributed. After minor editing, Chase moved that the minutes be approved as distributed and edited. Buchanan seconded the motion. The motion carried unanimously.

Librarian's Report

Linda Hudziec reported that the balance of the bookshelves have been installed. Further, at last Friday's workshop 310 letters soliciting financial support from donors were prepared. What is currently needed is money for postage. Last year it cost \$142.12 to mail approximately 350 letters. Additional money is need for postage required for mailing "thank you" cards as well as for a box of envelopes. A composite list of members and previous donors has been compiled. The projected cost is \$200: \$150 for postage for letters, and \$50 postage for thank you notes. McElwee moved to authorize an expenditure not to exceed \$200 for postage and envelopes for this fund-raising appeal. Buchanan seconded the motion. The motion passed unanimously. Hudziec explained her purchase of materials for distribution as part of this summer's

kids program. The materials include animal masks, puzzle-oriented bookmarks (word searches, sudoku, etc.), and plastic book bags. She then submitted miscellaneous receipts for the Library's financial records prior to announcing that next month's Library theme recognizes the 150th anniversary of the Civil War. Among the materials to be featured is a list of Gilmanton personnel who served in the Civil War. Hudziec also reported receipt of contributions from Sally Carpenter, Ernie Hudziec, and Barb Angevine in the amount of \$225 for renewal of the museum passes available to the public through the Library. McElwee suggested that a "thank you" note be sent to each contributor which Hudziec indicated she had planned to do.

Hudziec also announced that Judy Bakos has donated a quilt made to be raffled off for the benefit of the Gilmanton Corner Public Library. Further, Bakos explained that the proprietor of the Badger Brook Farm had expressed willingness to exhibit the quilt and sell tickets, but the permit which Bakos applied for and received from the Town of Gilmanton requires that raffle ticket sellers be members of the organization. After extended discussion it was decided that the proprietor of Badger Brook Farm be asked simply to display the quilt and provide the name and address for purchasing raffle tickets to those who inquire. She has also agreed to announce the raffle to recipients of her monthly events calendar. The quilt will be on display at the Library from commencement of the Library's summer hours (May 2) through Columbus Day. Smaller quilts will be awarded for second, third, and fourth places. Tickets will cost \$1 each or six for \$5. Since Bakos noted that her quilt cost at least \$300 to make, she expressed hope that the raffle will raise at least that much. Further, she would like the money raised to be designated for the purchase of books for the Library.

In response to Hudziec's report, McElwee questioned the expenditure of funds for the summer kids program in excess of the \$200 the Trustees had authorized because it creates financial accountability issues. Hudziec noted that Trustees requested that additional materials be purchased after the dollar-authorized amount had been approved, which resulted in the additional expense. McElwee moved to authorize the additional expense. Buchanan seconded her motion. The motion passed unanimously.

Lastly, Hudziec reported that Barb Angevine has obtained information on ornaments that could be sold in recognition of the 100th anniversary of the Gilmanton Corner Public Library. The cost of making the initial mold is \$40 with each ornament then costing \$3.25 to produce. The total cost would be \$365 for 100 ornaments. The ornaments could then be sold for \$10 each, resulting in a profit of \$635 for the General Fund of the Gilmanton Corner Public Library. A brief statement of the history of the GCPL would be included with each ornament. Hudziec requested that the Trustees authorize the expenditure of \$40 for the initial mold. A private donor has offered to **lend** the funds necessary for production of the 100 ornaments to be repaid as the ornaments are sold. The ornaments would be sold over a period of a year and a half. The project prompted an extended discussion regarding who is to be responsible for this project, the "Friends of the Library" or the Trustees and a more general discussion of the relationship between the two entities, a matter previously discussed but still in need of resolution. Scribner expressed the opinion that since this project commemorated the 100th anniversary of the Library, the project should be handled by the Trustees. McElwee moved that the Trustees authorize

the expenditure of \$40 for creation of the ornament mold. Scribner seconded her motion. The motion passed unanimously. Chase will be the “point person” for the Trustees. Buchanan offered to defray that expense through a personal contribution.

A controversy then arose regarding the earlier reported March book fund balance. Since the minutes of the last meeting had been approved and the Treasurer’s report received without comment, the report of the book fund account will require adjustment at the next meeting of the Trustees. The disputed variance in book fund accounting will be resolved by Hudziec and McElwee prior to that meeting.

Old Business

None

New Business

Scribner would like all of the trustees to attend a Library Trustees Conference on May 9 in Bedford, NH. The deadline for registration is April 25. The Trustees agreed to attend, schedules permitting.

Next Meeting

The next meeting of the Trustees was scheduled for 4:00 p.m. on Monday, May 16. There being no further business to transact, Buchanan moved that the meeting be adjourned. Scribner seconded her motion. The motion passed unanimously. The meeting was adjourned at 5:43 p.m.

Respectfully submitted,

Robert L. McElwee
Volunteer Scribe