

GILMANTON CORNER PUBLIC LIBRARY
Board of Trustees Meeting
December 12, 2011

Attendees

Trustees: Phyllis Buchanan, Diana McElwee, & Tom Scribner
Librarian: Linda Hudziec
Guests: Barb Angevine (alternate), Judy Bakos (alternate), Deb Chase (alternate)

Call to Order

The Chair, Tom Scribner, called the meeting to order at 9:38 a.m.

Review/Approval of Minutes

The minutes of the November 14 Board meeting were reviewed. Diana McElwee moved approval of the minutes. Phyllis Buchanan seconded the motion. The motion passed unanimously.

Treasurer's Report

McElwee reported that as of November 30 there was \$3,191.21 in the checking account and \$2,762.19 in the special projects fund, reflecting \$2,295.97 in the sidewalk account and \$446.22 in the bookcase account.

Librarian's Report

Linda Hudziec opened her comments by reporting receipt of an additional \$100 donation for books and the purchase of \$271.83 in books for the month of November. She then distributed the Library's November use statistics which were as follows:

Patrons	
Adults	48
Children	10
<i>Total</i>	58
New Members	1
Books	
Adult	37
Children	13
<i>Total</i>	50
Other Media	
Audios	10
Magazines	6
Puzzles	0
Videos	11

Museum Passes	0
Number of Days Opened	11
Number of Volunteer Hours	8/week

Further, she reported that as of the end of November this year the Library had 1,000 patrons compared to 700 last November. Moreover, the Library is being used by patrons during the recently-established winter hours on Mondays.

Hudziec then announced that the theme for December is “Christmas Around the World.” The January theme will be “Berenstain Bears 50th Anniversary,” for which she has purchased three DVD’s and 25 activity books for use with children.

In January, McElwee and Hudziec will recommence entering books into the Library’s database and updating the patron list. She also asked that a thank you note be sent to Bill & Sheila Hurst in recognition of their donation of the sidewalk paving. Judy Bakos was asked to write thank-you notes in lieu of Phyllis Buchanan. The note will be accompanied by a shadow-box presentation of an 100th-anniversary ornament and an abbreviated version of the history of the Gilmanton Corner Public Library.

Old Business

Scribner reported that completion of the attic ventilation is still pending. Further, the Trustees agreed to invite Steve Chmielecki to their next meeting (January 9) to finalize the design of the sidewalk and set a specific time line for its completion. Should Chmielecki be unable to attend that date and time, a meeting for that purpose is to occur no later than January 15.

Again this year, the Town of Gilmanton omitted the Library in its RFP for sidewalk snow shoveling of the Town’s buildings. However, ostensibly Bill Booth who won the contract has been informed that the Library’s sidewalks are to be included. Scribner will follow up to ensure that there is such an understanding.

Scribner also reported that the Library’s heaters have been serviced. Both are in good shape and running well, and he is in the process of repairing the plastered area behind the Monitor dislodged during sill repair. The Trustees also extended to February 1 the deadline for completing the remaining book shelves in the Library, agreeing to offer payment to Jim Kazmaier as an incentive for completion.

Barb Angevine reported that approximately 60 anniversary ornaments have been sold, and she requested and received permission from the Trustees to place an order for additional ornaments in amber and green

Those present were gratified to learn that the Town Selectmen voted to forward the Trustees’ \$3500 budget request for approval at the March Town Meeting. The next step is to meet with the Budget Committee. McElwee will send a copy of the budget request with supporting documentation to the head of the Budget Committee, and Scribner will prepare a report on behalf of the Trustees to be submitted along with the Librarian’s report for the Town Meeting. Further, the Town Meeting affords the Library with an opportunity to demonstrate what has been accomplished to date and what needs yet to be done. It’s also an opportunity

to advertise and sell ornaments in recognition of the Gilmanton Corner Public Library's 100th anniversary in 2012.

The Trustees then turned their attention to capital improvements planning by reviewing the list of capital needs submitted by the Librarian, Trustees, and alternates. High priority projects include clapboard replacements, window replacements, ceiling upgrade (which includes a professional cleaning of the Library and interior painting), floor refinishing, and electrical system upgrade.

Important points made during the discussion were as follows: Trustees having to play "catch up" because of the Town's deferred maintenance of the building, an expressed desire to retain Trustee control of capital improvement spending, the need to demonstrate restraint and good stewardship in requesting and expending funds to effect necessary capital improvements, reticence to engage in fund-raising for maintenance & repair expenses, and recognition of the limited funding available to meet a multitude of legitimate capital needs.

A *preliminary* phased plan was drafted for addressing these items over the next five years (2012-2015) with the plan to be reviewed and finalized at the Trustees' next meeting.

New Business

McElwee announced that based on the input received to date Hudziec and she are planning for a tea or ice cream social on a Saturday afternoon in June on the green in front of Town Hall as a formal celebration of the Library's 100th anniversary of operation. Angevine agreed to conduct research regarding what else was taking place in June, 1912. Deb Chase agreed to contact Fenway Park, which will be similarly celebrating 100 years of operation, to see what cooperative promotional opportunities there might be. Those with additional ideas of how best to celebrate the historical event should talk with Hudziec or McElwee.

Closing

There being no further business to transact, Scribner moved to adjourn the meeting. McElwee seconded the motion. The motion passed unanimously. The meeting adjourned at 11:05 a.m.

The next meeting of the Trustees is scheduled for 9:30 a.m., Monday, January 9.

Respectfully submitted,

Robert L. McElwee

Robert L. McElwee
Volunteer Scribe