

GILMANTON CORNER PUBLIC LIBRARY
Board of Trustees Meeting
November 14, 2011

Attendees

Trustees: Phyllis Buchanan, Diana McElwee, & Tom Scribner
Librarian: Linda Hudzic
Guests: Judy Bakos (alternate)

Call to Order

The Chair, Tom Scribner, called the meeting to order at 9:30 a.m.

Review/Approval of Minutes

The minutes of the October 11 Board meeting were reviewed. Diana McElwee moved approval of the minutes. Phyllis Buchanan seconded the motion. The motion passed unanimously. The minutes of the special October 24 Budget Workshop were also reviewed. McElwee moved approval of the minutes. Buchanan seconded the motion. The motion passed unanimously.

Treasurer's Report

McElwee reported that as of October 21 there was \$3,555.30 in the checking account and \$2,512.10 in the special projects fund (including \$446.22 in the bookcase account).

Librarian's Report

Linda Hudzic opened her report by indicating that the Library had received another \$110 in donations for books and a \$250 donation for the sidewalk. The total to date for the sidewalk project is \$2315.87.

Hudzic reported that during the month of October she purchased \$123.79 in books, and then she distributed the Library's October use statistics which are as follows:

Patrons	
Adults	68
Children	21
<i>Total</i>	89
New Members	
	3
Books	
Adult	78
Children	25
<i>Total</i>	103

Other Media	
Audios	4
Magazines	6
Puzzles	1
Videos	3
Museum Passes	0
Number of Days Opened	18
Number of Volunteer Hours	22/week

Hudziec announced that the theme for November is Thanksgiving, and she informed the Trustees that she had sent thank-you notes and Library commemorative ornaments to Mickey Dagle (sidewalk), Dr. David Nagel (front door), and Donna White (books). In turn, she had received a thank-you note from Ms. White, which she read aloud. McElwee, joined by Trustees Buchanan and Scribner, commended Hudziec for taking the initiative to recognize these outstanding donors.

Next, after distributing a revised list of the Librarian's responsibilities, she inquired of McElwee whether or not she is applying again for a book scholarship. McElwee responded that she would search the site of the National Endowment for the Humanities to see if the Library can apply again for a book scholarship. Last year's effort proved unsuccessful.

Lastly, Hudziec asked Scribner whether or not the Town had been asked to shovel the Library's walk this winter. Scribner responded that the contract for shoveling is currently out on bid and that the Library is included in that bidding process.

Old Business

In reference to on-going projects, Scribner reported that the attic ventilation is to be completed this week and that Steve Chmiclecki remains interested in doing the sidewalk project. However, Chmiclecki indicated that nothing could be done yet this fall, suggesting that he would meet with the Trustees after the first of the year to discuss a specific plan. McElwee suggested that it may be time to investigate the willingness of others to complete the project. Scribner responded that it never hurts to have a backup. What's needed is somebody who can provide a diagram, an estimate, and a time frame. The names of two other vendors were submitted. An important question is: Can we afford it? Further, an offer has been made to put down asphalt just for the winter months, an offer that will expire the end of this week because the asphalt plants are closing. There would be no charge. Scribner moved that the Trustees accept the offer by Bill Hurst to pave the sidewalk temporarily and solicit other contractors for bids, plans, and completion dates in early spring, preferably prior to May 1. McElwee seconded the motion. The motion passed unanimously. In a related matter, Scribner also reported that Mike Kinder had repaired the bottom of the lamp post which Scribner then cleaned and reinstalled.

Lastly, the exterior of the building has received one coat of paint, and in the process of painting the building Scribner noted that a number of clapboards on the backside and the side facing the Chase property are in need of replacement. He estimated replacement cost at \$300 to \$500. In addition, he said that he would like to see the Library floor repaired and refinished, which he estimated to cost approximately \$1,500. Further, he expressed an interest in asking the Town's Selectmen to include approximately \$2000 in their budget for those purposes.

Scribner's comments prompted the Trustees to briefly revisit the question of whether or not the maintenance of the building falls within or outside the Library's budget. McElwee asserted that the Trustees need a long-term plan for addressing the Library's capital needs. The Trustees decided to create such a plan during the Board's January and December meetings. To prepare for those discussions, the Librarian, Trustees, and alternates were asked to personally identify a list of the capital needs of the Library in terms of one to four (1-4) years, five to 10 (5-10) years, and 11-20 years. Each list is to be sent to Bob McElwee by November 26. He will compile the results and distribute them to all of the above by December 2. In response, the Librarian, Trustees, and alternates should prioritize the items within each time frame and return their preferences to McElwee no later than December 6.

Scribner then reported that plaster had fallen behind the Monitor heater, perhaps the result of the recent sill repair. He plans to foam any voids and plaster the area. In addition, the Monitor heater and ventless heater should be serviced prior to winter in order to ensure safety and to save on propane use. Lastly, the Trustees decided that if the final book shelves are not done before Christmas by Jim Kazmaier, then Scribner will talk to Steve Winchester about completing them.

New Business

McElwee moved to expand the Library's hours of operation during the winter to include Mondays from 3:00 p.m. to 5:00 p.m. Marcia Greathead has agreed to cover the hours except for a period of six weeks for which other volunteers will be solicited. Buchanan seconded the motion. The motion passed unanimously.

McElwee also agreed to prepare a letter of appreciation from the Trustees to be sent to Paula Gilman and Fernwood Farm for the donation of the new period plantings around the Library.

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 10:40 a.m. The next meeting of the Trustees is scheduled for 9:30 a.m., Monday, December 12.

Respectfully submitted,

Robert L. McElwee

Robert L. McElwee
Volunteer Scribe