

ACGS BOARD OF DIRECTOR'S MEETING

OCTOBER 18, 2015

MEETING CALLED TO ORDER: at 9:55 a.m. by President Jim Gaudet

IN ATTENDANCE: *Jim Gaudet; Bernadette Meunier; Pauline Cusson; Paula Schulz; Jeanne Boisvert; Denis Joyal; Cécile Durocher; Arlene Labrie; Gerry Lalonde; Mel Montpelier; Janine Penfield, Jackie Watson*

EXCUSED ABSENT: *Larry Autotte*

- **SECRETARY'S REPORT:** Electronically sent

A request made to change on the Publication report, page 3, 5th line of paragraph to change wording from doing to attending.

Motion by Jackie to accept the minutes with the above correction and seconded by Gerry.
Motion carried unanimously.

- **PRESIDENT'S REPORT :**

Jim put out for discussion our participation in NERGC 2017 that he had the form to be signed. Our participation means we have to provide a speaker, that would include their fee or we can pay a fee of \$250.00 to have the Program Committee provide a speaker for us

Motion made by Cécile to participate in NERGC with speaker to be determined later. Motion seconded by Bernadette. Motion carried unanimously.

Jim presented a letter from the NH Library for the lease of space downstairs. Jim requested that Jeanne, the Recording Secretary, sign a letter to the NH Library, authorizing him, as president of ACGS, to enter into an agreement for said lease. Jeanne will sign the letter have it notarize and mail to Michael York, director of the NH Library. Jeanne is to provide a copy to Jim.

Jim passed around a copy of the Policy of Conflict of Interest that was signed by all BOD members present.

Pauline said she is considering taking the position of Treasurer for NERGC, along with the chairmanship of Registration and would not be able to submit papers to be our speaker in 2017

- **TREASURER'S REPORT:**
There were no issues on the treasurer's report.

Pauline said the conference was a success, everyone enjoyed the speakers and we made money. There was further discussion on the location of the screen and the problem with the microphone. These issues can be addressed next year if we return to the Backroom. Because we have not received any rent money from the NH Library for several months Pauline suggested that when the money does come in we should consider putting in in the money market account. Seeing we have paid all the bills without that income that it can be useful this winter when the heating bills come in. All agreed to put the back rent money in our Money Market account.

It was voted unanimously to file the treasurer's report for audit

- **CORRESPONDENCE:**

Denis reported that all plaques and leaflets are done as he turns over his position to Paula.

- **MEMBERSHIP:** Electronically sent

There were no issues and/or discussion on the membership report

- **PUBLICATIONS:**

Pauline reported on the sale of Roger Lawrence's book. From now on all sales will be a profit for us. Discussion ensued on reprints: do we want to do reprints in the form of CD's, PDF, soft or hard cover, and what method would be acceptable by potential buyers and cost effective for us. It was suggested that we think about sending 10 volumes of Roger's book to the Vermont Genealogical society to sell. They could send us a check for what they sell. There was also a discussion to make the reprint book available on Amazon & Barnes & Noble. This would require changing the ISBN number and adding a bar code.

- **BUILDING/GROUNDS/SAFETY:**

Herb Boyce attended the meeting and submitted an oral report on the state of our building. The roof was inspected and overall it is OK with one exception the sealing around the chimney was drying out and that would be repaired in the next week: Cost about \$400.00

Johnson Controls inspected the boiler and found a problem with the breather caps. The gaskets always dry out, they will try a different gasket. He stated that the State changed the rules on boilers and relief valves. They will work with the state to fix the problem and have it approved and signed off. He has no idea of the final cost

Herb reported that windows are left open and/or people open the side of the windows with no screens. He suggested a screw be inserted in window frame so only the screen side can be opened.

Had all EXIT lights checked and some had to be replaced. Fire Extinguishers OK and are tagged showing they were serviced.

Purchased a green trash bin for Elaine, of Girls at Work, for \$75.00, she paid for it and it will follow her. A blue recycle bucket will be delivered by Pinard Waste.

Richard Untiet Electric fixed light fixture outside-it needs to be changed-the fix is temporary. A new one will be installed when it arrives. Parking lot light needs to be

replaced, the issue is ballast and eventually it will not be available. A quote for a 32' lighting cost was sent.

He reported that Kathy & her cleaning crew came in at 9 p.m. Tuesday, due to husband having taken a 3rd shift job.

- **COMPUTERS:**

All agreed that we need someone to be available for the day to day maintenance. We have 4 new computers and of this date only one is hooked up. It was also determined that we should have PRDH stand alone. Pauline reported that we could get PRDH online for about \$500/year for 10,000 hits. We could password it so people cannot access it at home. Decision on this matter to be taken up later, Pauline also presented a problem with one of our patrons who accessed her account on our computer and that screwed up ours. It was requested that the Library Board post a sign in the computer center that states "**NO PERSONAL LOG-INS TO BE MADE ON OUR COMPUTERS**"

- **RESEARCH SERVICES:**

No report submitted

- **WEBSITE:**

There were improvements made by Kevin on our website. It was suggested that we need to add more graphic appeal, like photos & also have more interactivity. A tour of the library was suggested and well received.

- **LIBRARY :** Electronically submitted

Report was mainly on the results of the conference. Pauline commented on the difficulty of a librarian working the desk, helping a patron and/or answering the phone. Jeanne suggested we ask some of our patrons who are here every day and ask them if they would be willing to be assigned as a Research Aide. That idea was overwhelmingly accepted and Jeanne agreed to make a special name tag for them, specifically, Bob Descoteau, John Cooke, Jane-Marie Hendrick.

Jackie reported on a visit from a new cleaning company and that after he reviewed our list of duties, submitted a bid. After speaking to Herb it was agreed that any complaints or comments on the cleaning of the library be directed to the Library Directors and we will be the liaison with Herb and he will speak to Kathy. This set up may change in the future if there is a change in the cleaning company.

Jackie and Jeanne have a written cleaning contract for bids. Jeanne requested that we offer our current cleaning crew with the contract and give them 1st dib to accept or amend the contract as a common courtesy to them. It was requested that we add to that contract that a checklist be added and they must leave it for us after each cleaning session. The library Board will be responsible to collect bids

Motion made by Gerry that we send our current cleaner a bid to review & bid for a new contract and it must be submitted before Nov. 9th 2015, seconded by Cécile. Motion carried

Jim noted the quote already received included Bonding. Cécile suggested in addition to the bonding, bids from companies should provide ACGS with a certificate of workman's comp insurance coverage and ACGS should also be added as an additional insured on their general liability coverage and our insurance carrier could provide us with the necessary amount of liability coverage.

Gerry Lalonde donated a vacuum ^{cleaner} that can be utilized on the 3rd floor.

- **STRATEGIC PLANNING: (COMMUNITY OUTREACH & EDUCATION):**

They received ideas on future topics that people are looking for in speakers from the questionnaire turned in at the conference. It was stated that some speakers were not proficient in making a Power Point Presentation resulting in poor voice projection. Paula requested that we forward to her any names and/or ideas of speakers for next year's conference.

- **WEBSITE:**

There was nothing new with the website, other than what is mentioned in other department comments.

- **ADJOURNMENT:**

Motion made by Gerry to adjourn and seconded by Janine.
Meeting adjourned at 1:15 p.m.

Respectfully submitted,

Jeanne Boisvert

Recording Secretary