

Gleason Library Trustees Meeting  
November 10, 2016, 5:30 p.m.

Approved December 24, 2016

Present: Christine Schonhart, Andrew Beal, Sreve Golson, Bill Risso (Selectmen Liaison)

The Minutes of the September 29 meeting were approved without amendment.

Director's Report:

- I. HVAC: The report from BLW Engineers for financing HVAC repairs is in. Bill Risso (who has an engineering background and service on the Green Energy committee) offered some clarification and recommendations as Trustees asked questions about the mechanics of the system:
  - A. Phase the repairs over time:
    1. Get strainer screens cleaned first to see how much this improves the system.
    2. Balance each coil.
    3. Examine phasing in new units in each area and move toward a computerized building management system.
    4. Outfit the chiller with a standard mechanical timer to turn it on in the morning and off at night.
    5. Install thermostats on every floor and tie them together to the main boiler.
    6. Isolate the system's water supply so water can be treated in it to prevent corrosion.
  - B. Next steps:
    1. Christine will need to ask BLW for a full-sized and readable plan.
    2. Look at phasing the plan in steps, extracting what we need, and testing the system after each step.
    3. Christine will speak with Tim Goddard, Town Manager, about a new maintenance contract. Bill Risso made a couple of recommendations for other contractors as well.
    4. Call J. F. Coffey to give estimates for strainer cleaning and next steps.
    5. Investigate grants to offset some of the costs.
    6. Investigate the air handler on the building roof to see if the air quality is compromised (CO2 measure). A manual switch would help deal with ventilation until we get a control system.
- II. Exterior landscaping (Julie Khuen's recommendations):
  - A. Do not hardscape the area on the east side of the building.
  - B. Put in better ground cover to control weeds. (Check with Sylvia Willard for recommendations.)

- III. Space Planning: we have received legal advice on our RFP and our corrections are acceptable. We will attend a Selectmen's meeting to update them on this and get their approval.
- IV. Painting project is finished.
- V. Roof walkway pads have been installed.
- VI. Rest room on Floor 1 has been repaired.
- VII. Parking Lot Signage: we are on the agenda for the Historical Commission's meeting in December.
- VIII. Staffing:
  - A. We have a new part-time librarian, Chelsea Dill, and we have posted a temporary 28-hour per week reference position.
  - B. Marty Seneta has given her intention to retire. We will separate the Children's Librarian position from the Assistant Director.
  - C. Martha goes on leave December 12.
  - D. Steve Golson reminded us of our discussion about an Archivist position.
  - E. Personnel Board: Christine is asking for a review of the salary request for Deena Scaperotta, which involves giving credit for Deena's years of service.
- IX. Gettysburg: Past Perfect Software has been updated.
- X. Art at the Gleason committee report: This report will be discussed at the Endowment meeting in the Spring, and we will invite the committee to be present.
- XI. Binding our copies of the Mosquito will cost about \$5000. Andrew suggested applying for a CPA grant to cover these costs, and Christine will submit an application.
- XII. Christine will meet with the Finance Committee on November 30 with a temporary budget overage.
- XIII. Meeting Room Policy: accepted.
- XIV. Recognition Policy: accepted.
  - A. Priscilla will contact the Veterans committee to discuss what to do with the Revolutionary War plaque currently in the fire escape.
  - B. Steve will contact the family of the woman whose plaque was discovered in the Hollis Room to tell them how we will display or archive it.
- XV. Turtle sculpture update: Jic Davis said he would "get back to us soon".
- XVI. FY18 Action Plan: accepted.
- XVII. Christine invited all of us a baby shower for Martha at 11 a.m. on November 30 in the Hollis Room.
- XVIII. Marketing Plan: Ned Berube will develop a marketing plan for us.
- XIX. Next meeting: December 14 at 7 p.m.

Respectfully submitted,

Priscilla Stevens

*Approved by the Trustees of the Gleason Public Library December 14, 2016*