

Gleason Library Trustees Meeting
December 14, 2016
7:00 p.m., Quiet Study Room, GPL

Present: Steve Golson, Andrew Beal, Priscilla Stevens, and Christine Schonhart

- I. The minutes from November 10 were approved unanimously.
- II. Director's Report:
 - A. HVAC: We have a call in to W.J.S. Mechanical Corporation to give us a quote on cleaning the strainers in the HVAC system. The work may be a plumbing job.
 - B. LED lighting: The Green Committee is trying to get the contractors to sign off on the grant before the end of the year. There are still 30 lamps remaining to be replaced at the library, and Christine is getting all batteries checked.
 - C. Our nitrate level is now at 13.6 as of the most recent test. The Board of Health is taking over the study of the problem in an attempt to determine cause.
 - D. Space Planning: Plans are to present the Board of Selectmen with the RFQ draft after the holidays. We will be represented at a space planning event at Simmons College in January.
 - E. Parking lot signage: the new sign will be presented to the Historical Commission on December 20 at their meeting.
 - F. Staffing: We are losing Marty Seneta, Seana Rabbito, and Martha Feeney-Patten (temporarily, on maternity leave). We have hired a temporary reference librarian to fill in for Martha until March: Marie Deuerlein. This will affect our budget and Christine has notified the Finance Committee of this. Christine is drafting a reorganization plan with new job descriptions, including Assistant Director and Archivist, to present to the trustees in January.
 - G. Gettysburg Collection: Archiving and cataloguing is in progress and should be ready for the website by April, at which point the public can see it, and we can plan an exhibit with the Historical Society.
 - H. Events:
 1. Children's programming is being scaled back slightly to accommodate staffing changes in a slower seasons.
 2. Other winter programming is rich and extensive.
 - I. Wage planning for FY17. We may have to go over budget as much as \$35,233 (worst case scenario), but could go down, due to staffing changes. Some of this can be offset by state aid and money that we have returned to the town. For FY18, with a reorganization in effect, we still have a small increase of about \$2,600 in wages, but that looks much better.
- III. Draft of the Annual Report for the Town: this begins with completion of items in the strategic plan and then reports on all other accomplishments. The trustees

accepted the draft pending minor updates of figures pertaining to the attendees of events.

IV. Open Meeting and Public Records Law: this will essentially mean more paperwork to complete reports. Re: Open Meeting Law, the state is tightening its rules on communications, deliberations, and meetings. There has been a recommendation for each Trustee to use a separate email address for trustee business in order to keep Trustee correspondence separate from their personal correspondence. New trustees will be apprised of this recommendation.

V. Turtle sculpture: the sculpture should be picked up soon. The Friends will be discussing the possibility of purchasing it. It is still not a possession of the library.

VI. CPA proposal: We are drafting a proposal to bind copies of the Mosquito, along with a grant request.

VII. New business:

A. Director's evaluation: will be done in Executive Session in the January meeting.

B. Next meeting: January 24 at 5:30 p.m.

C. Christine will examine ways for the trustees to provide staff support.

Meeting adjourned at 8:18 p.m.

Respectfully submitted,

Priscilla S. Stevens
Secretary