

# **Gleason Public Library**

## **Meeting of the Board of Trustees**

**January 17, 2013**

**Present:** Katie Huffman, Priscilla Stevens, Steve Golson and Larissa Shyjan

### **Reports and approvals: Secretary, Treasurer**

Motion to accept Minutes. Motion accepted. IRS sent letter confirming we do not owe any additional taxes or fees. Gift of donated stock has been cashed and put into our account. Balance on Trustee managed accounts is \$192,691.93. Motion to accept treasurer's report. Motion accepted.

### **Director's report and question period**

- Wages on track. Other budget items are on track. Office supply budget is used, will use money from building fund.
- Friends of COA have given library a mini grant of \$675 for Zinio - magazines. Download a magazine to your device. Friends also agreed to pay \$675. Library will pay the \$1000 platform fee.
- CPA application - Maybe apply to digitize town reports and bind the back issues of the Mosquito.
- Manton Foundation money - Report is due by 2/1/13. We have used the grant for the Children's space, children's mural, and the redesign of the website. We are working on the reference space and some publicity. Interested in the Adobe cloud for \$1,300.
- FY14 Budget. Katie met with Larry Barton to talk about the guideline. Wage costs decreased so able to increase training, office supplies, books and digital information. Materials expenditures requirements are back to the 16.07% level for the MAR.
- Septic Update - Katie met with FinCom about the septic system repair. Requested to have the funds on July 1, out of the FY14 town budget. We are going to request to have the entire parking lot repaved while they are repairing the septic system instead of just a large patch. Need a quote so Katie will contact Joe Marsh and DPW. Also mentioned that the HVAC system is in need of repairs.
- Money requests: FY 14: Septic, Public computer chairs, \$2000 to repair flat roof. FY15: cycling out computers, and replace carpets. FY16: painting.
- We got our state certification and our first check for \$2,184.92.
- Plumbing update - Foster plumbing came in to fix toilets and sinks. The 2 corroded faucets were replaced. Cost was \$1,400.00 paid from the library article misc. maintenance account.
- Door by circulation desk mechanism needs to be replaced.
- ADA report has been filed. Put a sign to indicate that the handicapped access is on the other side of the building. Carpet has some bumps and ridges and needs to be fixed.
- Insurance inspector came and we passed. Staff room and some records need to be changed.
- Outdoor lighting - Patriot Electric came out and will give a quote.
- Carlisle Energy Taskforce - they work for the selectman and would like to come in and examine the lighting. A time will be scheduled for them to come in.

- Collection updated. Tahleen changing everything from JH to Teen. Changing B on biography to Bio. Weeding on the 2nd floor continues and shifting books off the top shelves. Reorganizing the magazines - looked at circ and usage numbers. Back issues of non-dated issues will be kept for longer periods and dated materials will be kept for 3-6 months. Since there are fewer back issues the back issues can be kept with the magazines instead of in the other area. Rotating basis - when newest magazine comes in the oldest one goes out.
- Daisy troop came in December and worked towards their responsibility badge.
- Carlisle reads. Over 40 people for the Teddy Roosevelt documentary. 3 big events coming up - Peter Alden at Union Hall, an impersonator and a food event.
- World Book night. Initiative from England, it is a night that celebrates reading by giving books to adults that would like to start reading again.
- Tahleen's probationary period is about to come up and we are happy to have her continue. She brought John Green's live streaming broadcast to the library and had 11 teens and 3 adults come to watch.
- Gettysburg exhibit update. Timeline: rough draft of exhibit text by 1/24. All text finalized by 2/25 to go to printer. Custom exhibit case is being created and will be delivered in March. Open the exhibit 4/26. Have it run through 7/20. Correlating events - musician that does songs of the civil war. Janet talking to Paul Carpenter to see if he will do a presentation. Commonwealth Dancers - demonstrate dances of the Civil War Period and then teach them to the public.
- Friends Update - mini book sale 2/9. Annual membership drive increased by 25. Raised over \$15k.
- Motion to add Labor Day to official days closed calendar. Motion passes.
- Photography policy will be drafted by the staff and brought to the trustees.
- Discount Contracts for bidding with the state have changed.
- Painted downstairs behind the Circ desk.

### **Dedication of marquee (ongoing: spring)**

Sonn dedication will be in the Spring.

### **Plaquing: Ruettgers family draft plaque**

Outdoor Art Installation courtesy of the Ruettgers Family. 2003?

### **New business:**

#### **Annual Report**

read and get any feedback to Katie ASAP.

#### **Adjustment to Katie's contract**

Change it to her anniversary date of 10/1 instead of fiscal year and can accrue time. Motion to accept the memo to change the language in Katie's contract. Motion approved.

### **Next meetings:**

February 14, noon

March 6 1 p.m. Endowment

March 7, noon

April 7, noon

**Included documents**

Agenda

Minutes

Treasurer's report

Director's report

Possible Photographs for Gettysburg Exhibit

Director's Contract Memo