

Gleason Public Library

Meeting of the Board of Trustees

February 14, 2013

Present: Katie Huffman, Priscilla Stevens, Steve Golson and Larissa Shyjan also a member of the public Thornton Ash.

Reports and approvals: Secretary, Treasurer

Motion to accept Minutes. Motion accepted. Money has been spent from the Manton Grant. Motion to accept treasurer's report. Motion accepted.

Director's report and question period

- Wages and Budget are on track with the exception of office supplies.
- Manton Grant - filed a report last month. About \$3,000 left. Put half towards wages and will be used by the end of this next pay period. Other half will be used for professional development and publicity.
- Building
 - Patriot lighting quote for \$2,725 to light the Ruettgers statues. We will not install new lights now and will revisit the lighting in the future.
 - Nashoba Paving quote for \$65,510. The quote was so high that we will not be able to consider repaving, we will have to do patches.
 - Water fountains have out of order signs on them because the Nitrate levels have gone past the safe recommendation. High Nitrate levels can sometimes be caused by septic failure.
 - Energy Task Force Update in FY15 they will try to update our lighting.
 - East door is fixed.
 - Fire alarm test was done and passed. Back up batteries on the panel need to be replaced.
 - Flat Roof started leaking on Monday evening and the ceiling tiles came down due to the water. DPW came and cleared the snow off the roof on Tuesday and fixed the snowblower. Katie will call to see what repairs can be done or how do we go about a permanent solution. Contact Stanley Roofing to have them check the work they did in 2009-2010 to see if any leaking is from the roof repair.
- Katie fell and bruised her tailbone, hip and back and is uncomfortable. She had x-rays and the town insurance is covering the costs.
- Collections - Zinio is up and running. Weeding and reorganization continues.
- Programs - Carlisle Reads is complete and over 350 people participated! Met with Will Tremblay about the Gettysburg exhibit and he is giving a quote for the display. Motion to allocate up to \$1,000 to pay the wages for the Gettysburg Exhibit. Motion passes. Seismograph has been moved by BC but the software is not working correctly. 2 seismograph events coming up, one for kids the other for adults. Marquee signs ordered. New sign holders are up to display Library information.

- Other - Staff meeting 3/13. Trustees would like to provide lunch. Volunteer policy. Motion to approve the Volunteer Policy and Application as written. Motion passes.
- Annual Report has been submitted.

Other updates and old business:

Septic Water flow rates increased in 2012 - think it is because of the 4 running toilets. We will get the Jan and Feb flow rates to see if the repair made any difference in water flow. If the water flow is back to normal then our septic system will be approved by the D.E.P.

Plaquing: Ruetters family draft plaque Will order a plaque with a 2003 date on it.

Next meetings:

March 6 1 p.m. Endowment

March 7, noon

April 7, noon

Included documents

Agenda

Minutes

Treasurer's report

Director's report

Patriot Quote

Nashoba Paving Quote

Volunteer Policy and Application

GPL 2012 Facts & Figures

FY14 Budget Package

Respectfully submitted,

Larissa Shyjan

Secretary, Gleason Library Trustees