

# **Gleason Public Library**

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

May 23, 2013

### **Attendees**

Present were Priscilla Stevens, Steve Golson, Katie Huffman, Thornton Ash and Larissa Shyjan.

### **Election of Officers**

Motion for this slate of officers was approved.

- Steve Golson, Chair
- Larissa Shyjan, Treasurer
- Thornton Ash, Secretary

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

- Motion made to approve the April Minutes. Minutes were approved.
- Letter to Larry Barton drafted requesting the special Sunday hours funds be moved to an account for use by the library.
- 2012 taxes filed with IRS. Raffle tax filed. USPS permit paid.
- A PayPal donation has been received. A process is now in place to monitor and process the donations. Katie Huffman to coordinate with the Treasurer.
- Provided Thornton Ash with Middlesex Savings Bank forms to be completed and processed with the bank.
- Treasurers report with Gettysburg expenditures reviewed.
- Motion to accept Treasurer's report. Report approved.

### **Director's Report and Questions**

- **Staff**  
Staff evaluation process to begin.
- **Budget**  
FY 2013 budget reviewed. Non-wage spending is fully committed or encumbered. The

wage portion of the budget is approximately \$23K favorable. FY2014 items will be reviewed for 2013 spending. The favorable variance is due to understaffing.

- **Building**

The Board of Health has approved the septic plan; the Conservation Commission will now review for approval. The bidding process will be set up with Tim Goddard.

Patriot Electric will install an overhead projector in the Hollis room.

The space currently being used for the Gettysburg exhibit will be considered for a possible rearrangement of the first floor space.

Steve Golson and Katie Huffman to review Trustee files for long-term storage.

- **Programs/Outreach**

The Gettysburg exhibit is being very well received with good attendance.

The movie, LINCOLN, will be shown Friday, May 31, 7PM.

Gary Hylander will speak about Gettysburg, June 11, 7PM.

Jim Burke will speak about Gettysburg, June 18th.

Motion made to give honorariums of \$150 each to Jim Burke and Paul Carpenter for their Gettysburg presentations. Motion approved.

Appreciation letters for work on the Gettysburg exhibit to be drafted and sent to Janet Hentschel and Katie Huffman.

Motion to give a \$50 gift to Greg Schmidt and family for their support of the Gettysburg Exhibit. Motion approved.

A volunteer appreciation event is planned for June 4th, 5-7PM.

The Carlisle Artisan's show will be held at the library during November and December. GPL to receive a portion of the proceeds.

Katie Huffman will continue to explore options to mitigate the automobile headlight issue with Martha Bedrosian. Library funds will not be available for any solution.

## **Old Business**

- Need to set dates for dedication of the marquee and sculptures.
- A "thank you" for the DPW needs to be arranged for help with the marquee. Katie Huffman to speak with Gary Davis.

## **New Business**

- Discussed ownership and proper storage for the Gettysburg artifacts that the

Trustees are responsible for. An inventory will be requested from Janet Hentschel. The status of the inventory will be reviewed at the June meeting.

- Katie Huffman presented her self-evaluation.

## **Trustees voted to go into Executive session**

- Motion to include Priscilla Stevens to participate in the Director's Performance review. Motion approved.
- Completed the Personnel Board Personal Evaluation Form.
- Motion to go back to regular session. Motion approved.

## **Trustees returned to Open session**

- Reviewed and delivered the completed Personal Evaluation Form with Katie Huffman.

## **Included Documents**

- Minutes, April 11, 2013
- Treasurer's Report, May 23, 2013
- List of Library's Special Accounts
- Director's Report, May 23, 2013
- Director's Self Evaluation Form
- Director's Performance Review completed by Trustees, May 23, 2013

## **Next Meetings**

- June 27th, 10AM
- July 17th, 1PM

**Respectfully submitted,**

Thornton Ash

Secretary, Gleason Library Trustees