

**Gleason Public Library
Meeting of the Board of Trustees**

October 24, 2013

Attendees

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

Reports and Approvals: Secretary, Treasurer

- Motion made to approve the September minutes. Minutes were approved.
- The Treasurer's reports for October 24, 2013 was reviewed, fund performance discussed. Priscilla & Jon Stevens made a donation of \$1000 for the study room. The gifts total \$7784.99. A thank you note will be sent.
- Motion to accept Treasurer's report. Report was approved.
- Motion to approve disposal of excess equipment was approved, Photocopier, projector and label printers.

Director's Report and Questions

- **Staff**

Nothing to report on classification study at this time.
Page job has been advertised.

- **Budget**

FY 2014, year-to-date budget reviewed and tracking to plan.
New town procurement policy implemented, \$10K the revised threshold. Katie & Thornton met with the new FinCom liaison.

- **Building**

Capital projects for roof repair and the septic system to be included in the FY15 capital budget request. Carpeting will be proposed for FY16.

Septic update:

Obtained updated permit from Board of Health

FinCom notified warrant item for Town Meeting will be needed

A bid to be issued before Town Meeting (maybe March) so we are ready to go as soon as money is approved

Water quality report received from Nashoba Analytical, additional test to be conducted.

Discussed GPL landscaping options, John Bakewell to be contacted as the next step.

- **Programs/Outreach**

Zielinski fund, discuss idea to purchase a telescope, to loan out to patrons

Old Business

- Gettysburg collection update
 - Need letter/direction from selectmen to library
 - Need team to evaluate and inventory the collection: Director will have proposal at next meeting
 - Potential grant money from MIAA (town insurance)
 - Thank-you letters to Janet and Katie: Steve will draft and circulate

New Business

- Study room
 - \$7700 donated to date
 - A plan needs to be developed and an architect engaged
 - Manton Grant possible
 - A meeting should be scheduled to discuss in detail

Included Documents

- Minutes, September 16, 2013
- Treasurer's Report, October 24, 2013
- Director's Report, October, 2013
- Nashoba Analytical report

Next Meetings

- November 19, 2013 10AM

- December 17, 2013 10AM

Respectfully submitted,

Thornton Ash
Secretary, Gleason Library Trustees