

**Meeting of the Gleason Public Library Trustees
at Gleason Library
December 17, 2013, 10am**

Present:

Larissa Shyjan

Steve Golson

Katie Huffman, Director

Meeting called to order 10:10am. Quorum is present.

Minutes

Reviewed minutes from Nov 19 meeting. Approved.

Treasurer's report

David Witherbee is retiring, sometime early 2014. Discussion. Should not affect us. Will invite David and his replacement to our next Endowment meeting.

Reviewed treasurer's report. Approved.

Director's report: budget

Budget on track.

As per Larry's suggestion, spoke to contractor who had submitted lone bid. They expect 5% to 10% increase in bid. Therefore increased request to \$28k.

10 year capital plan. Discussion. Need an expert to evaluate the building:

- when to replace HVAC, boiler, carpet, etc.
- should have someone do all town buildings, not just ours
- suggest Mark Ellis, who worked on library envelope project

Director's report: building & equipment

Roof. Cuts done Nov 19, still waiting for report.

Water testing. Director has spoken at length with Linda Fantasia at Board of Health. We have a shallow well (depth 225ft, pump at 160ft). Deeper wells in town center have MTBE contamination. Linda has sent our information to defunct town committee re town center water, for comments. Discussion. Still leaning towards drilling deeper well.

Hollis Room: waiting for John Luther to have a look.

Director's report: events & services

Gingerbread event went great! Will do again.

Carlisle Reads 2014 underway.

COA TV this afternoon.

Early release letter in Mosquito: received some comments, fairly positive. Got some suggestions. Discussion.

Winter brochure went out.

Director's report: Staff

Two pages hired. Discussion.

Director's report: Other

FOGPL fundraising going well.

MVLC director has resigned. Discussion.

Sent letter requesting LSTA grant re disabilities. Would like to help patrons with mental health issues, perhaps autism. Discussion.

Strategic plan. New plan due in 2014. Discussion re consulting help. Discussion re process. Motion to support hiring a consultant to facilitate entire strategic plan process. Discussion. Director will get pricing and report back in January. Approved.

Closing dates for 2014. Discussion. Modifications: 7/3 open 10–5. 12/24 closed all day. 12/31 open 1–5. Move to approve with modifications. Approved.

Director's report: Septic

Will ask Tim Goddard again re warrant article.

Director's report: Gettysburg

Director sent letter to CHS re Conservation Assessment Plan (CAP). Discussion. Barbara Moore, conservationist, scheduled for January.

Director's report: Study room

No formal response from Mosquito letter.

Community Preservation Act proposal

Discuss letter from CPC. Project proposal has January 10 deadline. Discussion re uses for this re Gettysburg artifacts. Chair will contact Luke Ascolillo re our plans.

New business

No new business.

Meeting adjourned 12:14pm

Documents

Agenda

Minutes from Nov 19 meeting

Treasurer's report

Director's report

10 Year Capital Plan draft

Memo from CPC re CPA project proposals

CPC project application form

Mass. Board of Library Commissioners letter re FY14 state aid

State aid fact sheet FY14

Respectfully submitted,

Steve Golson, Chair