

**Meeting of the Gleason Public Library Trustees
at Gleason Library, Hollis Room
June 17, 2014, 10am**

Present:

Larissa Shyjan

Thornton Ashs

Steve Golson

Katie Huffman, Director

Meeting called to order 10:05am, in the Hollis Room

Minutes

Approved minutes from May 12.

Treasurers report

Closed money market account.

Changed statement dates to end of month.

Discuss new format for spreadsheet reports.

Thornton talked to Priscilla Dumka and Larry Barton re signing of time sheets. Director will provide report on her days worked/vacation every Trustee's meeting.

Discuss having paid preparer for endowment taxes

AI: Steve will ask Sechrest CPA re tax prep

Treasurer's report approved.

Director's report: Budget

4% budget year left. Overall looks good. Training/meetings significantly over. Digital significantly over, prices keep increasing, we are beefing up e-items. Audio down by equal amount. However, these categories are just for planning, the bottom line is all that matters.

Director's report: Building

Nitrate levels high in water fountains, but still potable.

No update re HVAC water.

New hanging rods for art.

Director's report: Events

Discuss Hollis Room use by First Connections for infant story time. State funded, open to all, no cost, limited signup. Discuss Hollis Room policy. Suggest co-sponsor by library, with sign-up with First Connections.

Volunteer reception 6/25: Thornton will attend.

Director's report: strategic plan

Trustees will review.

Director's report: other

Discuss MassLNC committee work for Katie. Monthly meetings in Littleton. Moved that Katie may work on MassLNC committee, approved unanimously.

State budget looks really good.

Director's report: roof

John Luther helping!

Septic

Pre-construction meeting 6/26

Historical Commission meeting tonight 6/17

Danner collection

Flag assessed, awaiting report.

Arms assessment being worked on.

Reviewed storage of items.

Update re CHS.

Endowment structure

Waiting to hear from Town Counsel. They confirmed they have received our questions.

New business: policy updates

Discuss Library Expectations policy. Discussion re age limit for unattended children. Policy approved unanimously.

Discuss Library Lending policy. Much discussion. Will review and continue at next meeting, plan for 1hr discussion.

New business: meeting agenda

Discuss meeting agenda scheduling. Add times to agenda items? Devote more time to important issues.

Next meeting

July 15 10am.

Meeting adjourned 12:20pm

Documents

Agenda

Minutes May 12

Treasurer's Report

Director's Report

Summer Reading brochure

Expectations policy draft

Lending policy draft

Respectfully submitted,

Steve Golson, Secretary

Approved July 15, 2014