

**Meeting of the Gleason Public Library Trustees
at Town Hall, Nickles Room
October 21, 2014, 9am**

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

Meeting called to order 9:20am, in the Nickles Room

Minutes

Approved minutes from September 18

Treasurers report

Discussion of report. Some questions. Awaiting corrections.

Discussion of letter from IRS re filing Form 990-N.

Discussion re possible contributions, and recognition.

Steve heard from two accountants re filing Form 990. Has quote from one, waiting to hear from other. Discussion.

Directors report - budget

Budget in good shape. On target with wages.

Working on FY16 budget process. FinCom schedule mid-November. FinCom asking for level funding. Will ask for increase to cover additional digital materials (as per survey requests).

Discussion re digital materials, process and cost for acquisition/licensing.

Directors report - Events and services

Carlisle Reads. Cocktail party Sat Jan 24.

Glow-in-the-dark BIG success. Lots of families. Available to all ages was big hit.

Art reception set Fri Nov 7. Online signup. Pay at the door.

Seismo lecture tomorrow. Motion for Zielinski Fund to pay for lecture \$350. Approved.

Directors report - Building & equipment

Roof RFQ went out last week. Bids due Nov 12. \$25k money has been approved by Town.

Carpet replacement process beginning. 1st and 2nd floor.

HVAC. Much discussion. Repair cost high. Timing tight. Possible replacement instead? Director will research cost/type of replacement system.

New 2nd floor desk. Met with carpenter. Discussion. Many possibilities for funding. Final proposal next month.

Lending policy

Review draft letter and permission form. Review draft policy.

Move to accept Lending Policy as amended, effective today, to be implemented Jan 2015. Approved.

Director's eval

Need blank forms for trustees. Need self-eval from Director.

Will review at Nov 18 meeting.

Next meetings

Nov 18 9am at Town Hall. Secretary will reserve a room.

Dec 16 10am.

Meeting adjourned 11:05am

Documents

Minutes

Treasurer's report

Director's report

RFQ for roof

Draft letter re lending policy

Respectfully submitted,

Steve Golson, Secretary

Approved November 18, 2014