

**Meeting of the Gleason Public Library Trustees
at Town Hall, Nickles Room
November 18, 2014, 9am**

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

Meeting called to order 9:07am, in the Nickles Room

Minutes

Approved Oct 21 minutes.

Treasurer's report

Discussion re updates to reports.

ST-2 form received from Mass.

Approved quarterly town report and November treasurer's report.

State Aid statement received.

Discuss quotes for Endowment taxes. Motion to engage Thomas Arrison CPA for Endowment taxes. Second. Approved. Secretary will contact him. Suggest coming to Trustees meeting next summer to hand off documents.

Grimes & Co. forms. Signatures done. Secretary will mail.

Discussion re recognition of gifts. A legal trust vs keep track as a "fund" commingled with Endowment monies.

Director's report - budget

On track.

Director's report - Events

Great feedback for art reception. Took in \$855 gross. Waiting for final expenses. Will discuss with art committee re future of similar events. Social event vs artist gallery opening? Discussion.

Pumpkin Spectacle went well. Smaller turnout but great event.

Polar Express party December 12.

Director's report - Study room

Desk design done. Discussion re space changes and staff requirements. Discussion re wall removal under stairs. Director will find contractor to open/remove wall. Will use building funds from budget to start.

Director's report - Strategic plan

Ready to present to Board of Selectmen. Will schedule for Jan 27.

Director's report - Projects

Staff reviews 1st week of December.

LED lights installed.

FOGPL will not have large book sale 2015.

Update on various activities from our fantastic staff.

Discuss Roku available for checkout, with access to stream library's digital movies.

Lending policy

Mailing cost is prohibitive. No way to provide active users list. Hope to do Mosquito article. Will hand out info at desk.

Holiday closings

Discussion. July 3 and Dec 26 2015 will be holidays. Moved. Seconded. Approved.

FY16 Action Plan

Strategic plan accepted by Mass. Board. Very happy with document, they are keeping it as a model.

Move to approve FY16 GPL Action Plan. Second. Approved.

FY16 Budget

Met with FinCom last night. As usual, some discussion with them re MER 16% requirement.

Much discussion re capital expenses. Carpet might only get half (split over 2 years).

Much discussion re HVAC. They were unhappy with speculation re unanticipated costs. Director will try and come up with better numbers.

Roof quotes.

Four quotes received. Director is following up references for lowest bid.

Update on Danner Collection

Will meet with Historical Commission tonight. Will have complete list of artifacts.

New business

Re Town Counsel query. Issued first query in May. Asked again in August. Asked again November, awaiting definitive response. Does Endowment need its own attorney?

Next meeting

Dec 9 10am at GPL

Jan 13 2015 10am at GPL

Feb 10 10am at GPL

Need to schedule Endowment meeting. December 9 9:30am? Will ask Witherbee re availability.

Adjourned 11:15am

Entered Executive Session 11:15am

Director's evaluation

Discussion.

Adjourned 11:55am

Documents

Minutes

Treasurer's report

Two emails from CPAs re 990

State Aid report

Grimes & Co. privacy statement

Director's report

Quotes re roof work

FY16 budget requests and capital plan

FY16 action plan

Presentation to Historical Society re Gettysburg collection

Respectfully submitted,

Steve Golson, Secretary

Approved December 9, 2014