

**Meeting of the Gleason Public Library Trustees
at Gleason Public Library, Staff Room
December 9, 2014, 10am**

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

Meeting called to order 10:10am

Director's report: roof quotes

Director getting references from low bidder. Good references so far. Motion to pursue quote from Cape Cod Builder. Seconded, approved.

10:15am Larissa leaves

Minutes

Approved Nov 18 minutes

Treasurer's report

No report

Director's report: budget

Currently about halfway through year, in good shape.

No update re FinCom

Director's report: events

“Life After Hours” party, Jan 24

Plans are well underway. Will need liquor license/insurance.

Art reception, Feb 13

Would like to continue holding evening receptions with wine, cost to be \$10/person
\$200 requested from artists to cover flat expenses

Motion to request town for liquor license for Jan 24, Feb 13 events. Seconded.
Approved.

Director's report: strategic plan

Presenting to Board of Selectmen Jan 27

Katie, Larissa to attend

Director's report: projects

Energy task force installed energy monitoring system. Working well! Great data!
Additional thermometers to be installed throughout the building

HVAC: moving ahead re chemical clean. Concerns re possible leaks after pipes are cleaned. Nevertheless Dan Cook, Steve Hinton, Bob Stanley, all agree proceeding is right idea. Getting updated quote, then back to LTC. Director will discuss with Town Counsel and insurance company re liability and cost.

Director's report: lending policy update

Mostly positive response. Proxy forms trickling in. Director writing letter to Mosquito.

Motion to update lending policy to reflect MVLC \$20 threshold. Second. Approved.

Town counsel opinion letter

Minor edits requested (e.g., ex officio, not appointed)

Director to respond to Town Counsel. Letter then goes to State, will take a while for approval.

Grant language needs to be clear, that Endowment or Library is recipient.

Appearance before Board of Selectmen (e.g., liquor license) needs to be from Library not Endowment.

Need to ensure donation checks are properly made out (Endowment vs Library).

Discussion: add town managed funds to director's report.

Discussion re policy for Endowment meetings/behavior.

Much discussion

Adjourn 11:46am

Documents

Agenda

Directors report

Lending policy

Two town counsel letters

Sources of funds

Respectfully submitted,

Steve Golson, Secretary

Approved January 13, 2015