

**Meeting of the Gleason Public Library Trustees
at Gleason Library, Hollis Room
September 18, 2014, 10am**

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

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

Minutes

Approved minutes from July 15

Treasurer's report

Discussion re closed accounts.

Steve to follow up with accountant leads re cost for preparing 990.

Discussion re contributions, check vs stock, put info on webpage? Discussion re recognition of donors, put info on webpage?

Treasurers report approved.

Director's report: budget

FY15 budget in good shape

Director's report: building & equipment

Discuss heating problems, water problems. Steve Hinton would like to meet with trustees re water issues. Time is of the essence, need to deal with this ASAP. Should get proposals this week or next. Perhaps ask FinCom for free cash transfer to get this work done? Will wait for proposals, then perhaps speak with Steve Hinton.

Parking lot LED lights being installed.

Staff and director have talked about children's desk makeover. Need furniture maker proposal for new desk

Ready to hire planner/architect for study room.

Director's report: events

Carlisle Reads chose *Life after Life*

Glow-in-the-Dark party, an outdoor family event, scheduled for Fri Oct 3 7pm

New Teen Advisory Board!

Art Reception, Nov 7, evening after-hours, with wine + dessert + live music. Need liquor license from town, need insurance binder. Should not need police. Motion to approve Art Reception Nov 7, to be arranged and approved at the discretion of the director. Second. Approved unanimously.

Director's report: request for discard

Much material found during August cleanup. Building supplies from 2000 renovation. Motion to allow discards at director's discretion. Second. Approved unanimously.

Director's report: other

Updated job descriptions. Not happy with town consultant's work. Rewritten by director.

Director on vacation Sept 20. Marty and Martha in charge.

Will discuss lending policy at Oct meeting.

Need special working meeting to discuss Gettysburg proposals.

Septic update

All done!

Strategic plan

Much discussion.

Discuss possible space changes:

- swap magazines and teen books
- staff area
- study room

Discuss various accounts and funds.

Discuss next steps.

Motion to approve draft strategic plan, with minor edits as discussed. Second. Approved unanimously.

New business

Next meeting 9am-11am Oct 21 Town Hall. Secretary to reserve a room.

Director's evaluation. Discuss procedures. Director plans to have self-evaluation done by Oct 21.

Meeting adjourned 12:15pm

Documents

Agenda

Minutes

Treasurer's report

Director's report

Draft strategic plan

Respectfully submitted,

Steve Golson, Secretary