

**Meeting of the Gleason Public Library Trustees
at Gleason Public Library, Hollis Room
January 13, 2015, 10am**

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

Meeting called to order 10:05am

Minutes

Review and discussion re agenda, town counsel letters

Plan to conduct endowment business via email

Approved Dec 9 minutes

Director's report: budget

Report: added capital accounts, added town managed trust funds
Great format!

Discuss status of town funds, how invested, fluctuations, how to report
Discuss spending from town funds, how to do it

Roof repair: expect spending ~\$11k
Would like to hold balance for future roof repair

Director's report: events

Life After Hours party Jan 24, planning continues, ticket sales lower than expected
Motion to close early on Jan 24 at 3pm for preparation. Second. Approved.

Polar Express party huge success!
Whole Foods came and provided refreshments, two helpers, thank you!
Whole Foods are willing to help again, plan to use them in the future

Poetry judging coming soon
Steve to judge

Director's report: other

Strategic plan all set, meeting with Board of Selectment Jan 27

Circulation has been up for 3 months

Director's report: projects

Staff reviews done

Looking into replacing automatic door, with one that is manually-activated only

2nd floor desk ordered

Gettysburg CPC application submitted

Plan is to store all items off-site, rotate to Heald and Gleason

Carlisle Historical Society board meeting tonight Jan 13, they want to discuss the letter they sent last week to Katie (but no letter has been received). Much discussion.

Completed annual report to town

May have edits from staff

Motion to approve, including pending edits. Second. Approved.

Director's report: lending policy

Soft implementation

Director's report: roof

Signed contract should arrive today, Jan 13

Work may start this week! as weather permits

Director's report: funding request

Director will email GPL Endowment board re funding requests

Letter from Roberts

Expecting letter to Mosquito

Would like copies of letter, and example bookplate

Town counsel letter

Steve, Thornton received, Larissa did not get one

Katie received her letter

Discussion

Has been submitted to state ethics commission

Still need to change job descriptions

New business

Next meetings
Feb 10 10am
Mar 11 1pm

Motion to enter executive session 11:35am

Katie leaves

Executive session

Discuss director's evaluation

Adjourn 12:15pm

Documents

Agenda

Directors report

Letter from Alan J. Roberts

2014 town report

Letter from town counsel

Respectfully submitted,

Steve Golson, Secretary

Approved February 10, 2015