

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

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

Meeting called to order 10:10am

Minutes

Review and discussion re agenda, town counsel letters

Approved Jan 13 minutes

Director's report: budget

38% of year remaining, in good shape

Capital accounts:

Septic remaining amounts will return to town

Roof repair we get to keep for further work

Town accounts are now shown on director's report. Discussion.

Desk+cabinet for upstairs childrens area will be ~\$10k, ~\$3k carpentry/plumbing/etc.

Director's report: events

Postponed *Life After Hours* party due to snow. Need to reapply for liquor license

Move to apply for liquor license for March 14 and early close 3pm. Second. Approved.

Art at the Gleason. Planning meeting to be held Feb 27, FOGPL and art committee, to discuss future funding

Suggestion has been made to move money to Library Endowment? Need endowment/trustee to attend meeting. Discussion. Steve and Thornton will attend Feb 27 meeting.

Director's report: staffing

Will advertise internally for Charles's position at 13hr per week

Discussion re hours

Discussion re positions and qualifications

Write letter for Dan re work on snowstorms. Secretary to draft letter with director input.
Discussion re policy
Discuss staff thank-you events

Long-term custodial issues. Both custodians have other full-time jobs. This can cause conflicts especially with snow removal. Discussion.
Perhaps hire substitute custodian to call on?
Perhaps hire snow removal firm?
Perhaps just stay closed because can't remove snow?

Discuss director working from home occasionally, perhaps a couple days per month?
Trustees are supportive

Conference/professional development procedures have been written

Director's report: other

Expect to receive state Small Libraries in Networks Grant this year

Board of Selectmen strategic plan

Presentation to BOS went well!

Some questions about e-resource expenses

Discuss BOS liaison

Discuss need for town facilities manager

Director's report: roof

Still leaking! same leaks as last year. Only happens during snow, not during rain. Ice dam? Much much snow on roof, must be cleared off.

Roof repair contractor says need a railing for safety

Roof repair contractor says possible leaking around roof "huts" under shingles

Yet more guessing/speculation

Discuss having engineer to evaluate roof plans and structure

Director's report: HVAC

Wednesday Feb 4 fan coil unit in old entrance failed, sprung leak, flooded mechanical room

Alpine will repair or replace

Discuss repair plans for FY16

Concerns re chemical cleaning plan causing fragile damaged pipes to fail

Much discussion

New business: ethics commission letter

Thornton and Steve received, Larissa did not

Need to update Trustees defined duties

Director will talk to Charlene

New business: schedule upcoming meetings

Wed 3/11 1pm

Wed 4/8 1pm

New business: CHS meeting

Status report re letter from CHS

Steve at CHS meeting tonight Feb 10

Move to enter executive session 11:55am

Katie leaves

Executive session

Discuss director's evaluation

12noon relocate to Staff Room

Discuss director's evaluation

Katie returns. Review evaluation with Katie.

Adjourn 12:45pm

Documents

Agenda

Director's report

Ethics letter

Respectfully submitted,

Steve Golson, Secretary

Approved March ??, 2015