

Gleason Library Trustees Meeting
July 5, 2016, 5:30 p.m.

In attendance: Steve Golson, Andrew Beal, Priscilla Stevens, Christine Schonhart, and a Mosquito reporter, Julia Brem

Director's Report:

1. All line-item overages were covered by the general budget with about \$3,700 remaining.
2. Recommendations:
 - a. Upgrade spending tracking to monthly.
 - b. Better projection budgeting of journals and technology.
 - c. Upgrade our Miscellaneous Maintenance account: we consistently spend 100% and perhaps more of this. Christine is looking at all our contracts and investigating town-wide tie-ins.
2. Back flow device (part of our irrigation system): This is tested twice a year. It was tested June 22. We had a broken valve, fixed on June 29. The irrigation system now works, but a hole in the pipe spewed water out and that needs to be repaired.
3. Exterior landscaping: cleanup has been completed. The Congregational Church volunteer group will come August 6 to do a cleanup.
4. Space planning: Christine is still working on RFP and talking to Town Counsel. The target is to have that done by end of summer.
5. Staffing: Kelly McMaster received her MLS this year. She wants to work part time here and has accepted a part-time job in children's department with benefits at the Newton Free Library. We will need to change her hours, and Christine is talking to Tim about our options.
6. Summer reading kicked off on June 23 with about 80 children and parents. Gift certificates for Adult Bingo winners are being provided.
7. Volunteer Appreciation was not well attended. The event will be redesigned for next year.
8. Town of Carlisle Healthy Communities Grant: Carlisle received the grant. The Library will assist by hosting focus groups, assisting with surveys and meetings and serving on the steering committee.

Gettysburg Collection:

1. An article on the flag conservation appeared on June 26 in the Boston *Globe*. Future pitches about the collection be sent to: Civilwarmonitor.com, *Boston Magazine*, the Mosquito, *Yankee Magazine*, and *Smithsonian*. We will also have a website page for this material so people can visit it online.
2. The BPL offers free digitization of historic collections. Christine will check with the BPL's Tom Blake to see if we can get this collection digitized there.
3. We are currently working on an exhibition plan for the flag and perhaps a few other conserved items from the collection. The Trustees recommended streamlining the open hours for the collection and suggested having staff Collection Director/Curator Janet Hentschel and Conservator Kate Tarleton as speakers.

HVAC:

Christine reported that Ken Beck, of BLW Engineers of Littleton, has not yet returned a complete report on the scope of work for which he was hired. Christine will ask for an itemized list of work remaining to be done and will check this against the scope of work described in the contract.

Parking Lot signage:

The Carlisle Historical Commission meeting on July 19 will be attended by Steve, Priscilla, and Christine.

New business:

1. Plaque: The trustees had an initial discussion of a policy for plaques in the library. Christine and Priscilla will work on a draft for a new policy. Steve will draft a letter to the Tucker family about the plaque for their family member, Caroline Harris. Christine has located a photograph of Caroline Harris with her plaque that she will scan and send to the Tucker family.
2. Energy Peak Load Procedures: Christine reported upcoming changes to the measuring capacity on the electricity grid. ISO-New England is our provider. Starting in June, they began measuring capacity and sending out to municipalities a request for load shedding at peak hours. The financial impact for not load shedding at peak hours is that customers have to pay at capacity for the remainder of the year and then ISO-New England permanently raises the price 17% on top of that peak capacity price. GPL will attempt some reduction of a/c use, computer power, and lights, and request information from ISO-New England about how much impact this has. The Trustees also discussed a library closure policy based on weather impact (similar to snow days), remembering the library's position in town as an emergency shelter. More discussion will follow in future meetings.
3. Carlisle Historical Society letter: Christine reported that she had received, this morning, a letter from Phil Drew of the Historical Society requesting "Permanent Transfer of Custody of Gettysburg Collection Items". The letter was unclear and did not designate the GPL as the recipient of the items, so the Trustees refused to co-sign it. Steve will draft a letter, at the request of the Trustees, refusing this request and suggesting changes to the letter, so that we may document our response.
4. Steve will call Martha Bedrosian, the library's next door neighbor, to report on the landscape cleanup, the progress on the parking lot signage, and the HVAC project.
5. Next meeting: August 15, 10 a.m., in the Quiet Study Room.

Respectfully submitted,

Priscilla Stevens, Secretary
Trustees of Gleason Public Library

Approved by Trustees August 15, 2016

