

Gleason Public Library Trustees Meeting  
August 15, 2016, 10 a.m.

Present: Steve Golson, Andrew Beale, Christine Schonhart, Priscilla Stevens

1. The minutes from the July 15 meeting were approved.
2. Director's Report:
  - a. Finances:
    - (1) The new fiscal year started July 1, so we have 90% of the budget remaining.
    - (2) The new account quote for painting in capital accounts needs to be updated: it should be \$15-20,000. Christine will try to schedule the work for a Saturday through Monday in October, perhaps over Columbus Day weekend.
    - (3) No other bills for the HVAC project have come in, and we are still awaiting reports on work accomplished.
  - b. Building update:
    - (1) J.J. Supple, contractor, will come out to check on roof repairs and do anything needed.
    - (2) Pipe cuts on the septic system were completed on July 20, and no severe blockages were discovered.
    - (3) The fan in the Director's office was replaced. Each of fans was studied, and we can probably fix them all.
    - (4) Water treatment options need finalizing before final report, (next meeting). Bill Risso has been supportive in keeping an eye on the work and checking mechanics.
    - (5) Congregational Church volunteers did landscaping cleanup on August 6. They included gift cards for staff to Ferns. The corner at the end of the driveway is being bid out to designers.
    - (6) Interior space planning: Christine is creating a draft RFP.
    - (7) Energy load-shedding: We have shed 7 times, generally for no more than two hours. The first floor stays comfortable, but the second floor is muggy and the third floor becomes unbearable. The Green Committee is looking to get a grant for a building management system.
  - c. Staffing:
    - (1) Kelly McMaster is working part time at Newton, and is doing part time here. Christine has posted a part-time position to take up the hours, and has received ten resumes so far.
    - (2) Linda Dodge intends to retire October 3. We will fill that position. Linda said she would work one day a week or as a substitute.
    - (3) Christine is considering posting a substitute librarian position, as Martha will be going on maternity leave in December, making this necessary. Bibliotemps is another option for a maternity leave. Martha will be difficult to replace even temporarily.
  - d. Gettysburg:

- (1) A photographer is on site today. The opening event for the flag is Thursday night at 7 p.m. Docent materials will be available.
  - (2) Transfer of Gettysburg collection materials update: The Trustees acknowledge the transfer of all known Gettysburg items from Heald House to GPL. The rest of the historical collection needs to be dealt with as well, but will be done after we finish the Gettysburg project.
- e. The storage space will be receiving archival cabinets this week.
  - f. Summer reading: goes through August 27. Participation has been great for kids, not as heavy for teens, and thin for adults. Weekend programs for adults are a first concern. (See website). Tahleen is working on a Pokemon go project. Zielinski funds will be used for conservation group projects. Martha will do some tech workshops before she goes out.
  - g. The parking lot sign has been drafted. Steve called Martha Bedrosian to let her know that progress is happening and she was pleased.
3. New business:
- a. Christine will draft a job description for full-time historian/archivist librarian for the Trustees' approval.
  - b. Binding and digitizing records: we will invite the Mosquito's Susan Emmons to a meeting to discuss preserving copies of the Mosquito.
  - c. Edith Tucker: plaques: Christine and Priscilla will draft a policy for plaques in the library.
  - d. Meeting Room policy: this was handed out for edits from Trustees and will be finalized at the next meeting.
  - e. Christine will draft a Policy Review calendar, so that every year we will look at all of our policies to see if they need updating.
  - f. Next meeting: 5:30 September 30, at Town Hall.

Respectfully submitted,

Priscilla Stevens, Secretary

Approved by The Trustees of the Gleason Public Library September 29, 2016