

Gleason Library Trustees Meeting  
January 24, 2017  
5:50 p.m., Quiet Study Room, GPL

Present: Steve Golson, Andrew Beal, Priscilla Stevens, Christine Schonhart, Phil Drew, and Charles Forsberg

I. Report from the Historical Society

- A. Phil Drew and Charles Forsberg, representing the Historical Society, came to discuss the relationship between the Trustees and the Historical Society, and to update the Trustees on their activities and the work being done on Heald House. The removal of vermiculite insulation has taken place, and the installation of track lighting, new blinds, and ultraviolet plastic on the windows are planned.
- B. Phil Drew also reported that Heald House has operated on the concept of an open museum, where holdings have been kept available for viewing instead of storing articles and only bringing them out for particular exhibits. The Society plans a number of special focus exhibits, to bring out special collections that the public doesn't always see, in order to attract more visitors more often.
- C. Both the Society and the Trustees would like to look at common goals. Mr. Drew and Mr. Forsberg left at the completion of the discussion.

II. Director's Report:

- A. Finances: we are about 40% into our year's allotment. The digital line may rise, but we can move moneys from other budget lines to cover it. It is more difficult to gauge the cost of periodicals, as the subscriptions need to be tracked according to popularity. Capital and other town accounts are either flat or reimbursed. We received the first half of our state aid.
- B. WJS Engineering looked at the fan coils and as one malfunctioned, there was leakage, which they steamed out of our carpet. They notified us that they cannot be responsible for further malfunctions. They did give us two quotes for the draining, cleaning, and replacement of coils and strainers. It is possible to pay this out of our remaining HVAC account money, which stands currently at \$45,650.
  - 1. Questions:
    - a. Additional costs? If the shutoff valves malfunction, there would be another cost to replace them.
    - b. Will the library need to be closed for all or part of the span of work?
    - c. At what point we can truly test to see if the system is working?
  - 2. The Trustees instructed Christine to take these questions back to WSJ Engineering, and upon satisfactory answers, we will proceed with this repair project.
- C. The CFL lighting replacement is complete, and the library is much brighter, but we have dimmers to control brightness.

- D. Emergency lighting: we have a quote for \$2,285 from Patriot Electrical for replacement of batteries and installation of needed items, costs of which will be placed on the FY 18 budget.
- E. Water report: We still have high nitrates, and they are rising (over 14 at this time). All forms and procedures are up to date with the state.
- F. Space Planning: Christine will be informing the Board of Selectmen of our RFQ and plans.
- G. Our parking signs have been approved by the Historic Commission. The manufacturer has been apprised and is starting on the work order.
- H. Staffing: Christine presented the Trustees with a packet with her proposals for new staffing.
  - 1. These proposals will save the town money, but other line items will be increased to meet MAR.
  - 2. With a 1% COLA, we can reduce those line items to stay on track.
- I. The annual report has been submitted, and Janet is cataloguing.
- J. Events: Art reception, Community Conversation with COA, Carlisle Reads
- K. Wages: Christine is asking FinCom to put vacation payouts on Town budget, rather than using state aid for these payouts.

III. Old business:

- A. Turtle: the turtle is frozen to the ground. It will be removed in the spring.
- B. Storage of old minutes of the Trustees and Endowment: all is boxed and stored properly in the attic.

IV. Morale check-in:

- A. Staff appreciation week of February 27. Funds for activities will be requested from the Endowment.

V. Other:

- A. Children's rolling activity space.
- B. Endowment meeting March 14 7 p.m.
- C. Next Trustees' meeting: Tuesday, February 28, 4 p.m.
- D. Director left the meeting.
- E. Executive session: Trustees voted 3-0 to enter executive session without returning to a public meeting, and entered executive session to conduct a strategy session in preparation for negotiations with non-union personnel. The Trustees discussed the annual evaluation of the Director.
- F. Executive session adjourned at 7:29 p.m.

Meetings adjourned at 7:29 p.m.

Respectfully submitted,

Priscilla S. Stevens  
Secretary