

Gleason Library Trustees Meeting
February 28, 2017
4 p.m., Quiet Study Room, GPL

Present: Steve Golson, Priscilla Stevens, Christine Schonhart; absent: Andrew Beal

The meeting came to order at 4 p.m. Minutes from January 24 were approved.

- I. Director's evaluation: The Trustees presented to Christine Schonhart their evaluation of her based on the year 2016. She is, in the Trustees' words, off to a flying start. There will be an addition of Christine's personal goals to the final copy.
- II. Director's Report:
 - A. Fiscal: Any overage for wages is not going to be as much as originally thought. The team has stepped up to perform retiring Marty Seneta's duties in the Children's Department.
 - B. Building: There may be a small ceiling leak over the stairs. The remaining \$400+ in the building fund will be used to check this out.
 - C. HVAC: the Trustees agreed to schedule the repair/cleaning of the strainers.
 - D. Space planning: the Trustees will evaluate six applicants for the work on space planning and then meet to decide which bid will be accepted.
 - E. Inspections: The Fire Department has been through the building and made recommendations as to clearing clutter. Elevator and Fire Alarm inspections are scheduled for March 15.
 - F. Our nitrates tested at around 11 last month, so they are still being monitored.
 - G. Staffing: Martha Patten comes back on the 20th. Our fill-in, Marie, will leave on the 18th. Christine will propose funding a leadership training opportunity this summer with Endowment funds.
 - H. Events:
 1. Carlisle Reads main events begin this month.
 2. Drop-in knitting group has blossomed to 20-30 members.
 3. ACT practice test is coming up March 25.
 - I. Other:
 1. The turtle sculpture remains, as it froze to the ground this winter.
 2. CPA grant: we have a letter of support from the Historic Commission. There was discussion and agreement about how to present this to Town Meeting.
 3. Parking lot signs will be installed in the next couple of weeks.
 4. Staff appreciation: an after-hours event has been difficult to schedule, but small celebrations will be planned.
 - J. Snow removal: we do not want our library staff removing snow, and we will investigate how other Town buildings handle this.
 - K. Christine will be on vacation from March 6-10.

Next meeting: GPL Endowment: March 14, 7 p.m.

The next Trustee meeting will be scheduled as soon as we know what Andrew Beal's availability will be.

Meeting adjourned at 4:50 p.m.

Respectfully submitted,

Priscilla S. Stevens
Secretary

Documents: 6 responses to RFQ for Trustee analysis, available at GPL