

Gleason Library Trustees Meeting
March 29, 2017
5:50 p.m., Quiet Study Room, GPL

Present: Steve Golson, Andrew Beal, Priscilla Stevens, Christine Schonhart, guest Christine Stevens, and Mosquito reporter Cynthia Sorn

- I. Minutes from the February meeting were approved.
- II. Director's report:
 - A. The financial report is on track except for our maintenance line, so we will use our miscellaneous maintenance line to help pay for elevator inspection. An increase in these lines has been requested for next year's budget.
 - B. Building: HVAC , space planning, inspections, electrical and snow removal had some issues reported. Snow removal has become a difficult issue.
 - C. Staffing: Martha Feeney-Patten has returned to work after maternity leave. Marty Seneta retires in a few days, and Joan Hoffman has decided to retire.
 - D. Gettysburg Collection: photography and cataloguing is complete.
 - E. CPA request: the Warrant Article requests \$5,000 to bind copies of the Mosquito.
 - F. Upcoming events: Music of the Revolution, book discussion, lecture on Paul Revere's ride.
 - G. Summer reading is being planned with available staff. Children's librarian candidates will be interviewed with questions about jumping into summer reading planning and execution.
 - H. Art reception will be an afternoon reception on a Saturday, free of charge, with artists providing refreshments.
 - I. Janet Henschel is starting a mystery book club on Monday evenings.
- III. HVAC work will be started when the heat is turned off in May.
- IV. Personnel Board update: the Personnel Board has not yet approved the position of the Children's Librarian. Their next meeting is April 5 and there will be trustee, citizen, and Mosquito presence at the meeting. Parents are seeing the effects of not having this staff member now.
- V. Snow removal: recommendation by Priscilla Stevens to ask the DPW and Fire Department for assistance, and failing that, we will have to investigate hiring an outside person to remove snow. Christine will talk with Town Manager Tim Goddard about a procedure to get regular snow removal done.
- VI. Space Planning: Initial discussion indicated two firms that filtered to the top of our list, with a third and fourth emerging in second place. A motion to choose Tappé, NADAA, and Abacus as the top three contenders passed unanimously. A motion to interview all three on a single day passed unanimously. Thursday, April 13 will be the interview day, from 8-10 a.m. This will be a public meeting with a single agenda item.
- VII. The next meeting will be decided by doodle, in the last week of April, to be determined.

Documents available at the library:
Director's report and enclosures

Presentation portfolios from: NADAA, Tappé, Abacus, James Carr, Miller Dyer Spears, and Oudens Ello Architects

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Priscilla S. Stevens
Secretary