

## Minutes of the Gleason Public Library Trustees October 10, 2017, 10 am, Quiet Study Room

10:50 am-call to order

Attending: Steve Golson, Priscilla Stevens, Christine Stevens, Abby Noland, Kate Reid

1. Approved minutes from Sept 29 meeting

2. Director's report

- WiFi/cell connections for our security system are working very well this month.
- The handle on the study room has broken off. The repair crew is coming from RI.
- Abby will forward the nitrate report to trustees.
- HVAC update: One more cleaning required to clean the screen filter and add an external filter near the chiller. Bill Riso, Dan Brainerd, and Abby will review with an outside service how to make repairs internally in the future. Note: Pipes are coming up on 20 year mark and will need to be replaced in the next few years—likely an expensive repair (Abby has requested a quote.) A dehumidifier needs to be running at all times.
- Space plan update and contract review: Tappé is ready to start but has not yet returned a signed contract or otherwise formally accepted what town counsel has proposed.
- Librarians will be visiting at Morse Institute on Oct 18.

5. Personnel board approved proposed grading for library positions.

6. Discuss posting of minutes on website: We must keep final minutes and can make them available 10 days after a request. Final approved minutes are will be posted on the library web site as a courtesy but is not required.

7. New business

- Deferring Meeting room policy and Adopting State Library Patron Conduct Policy for next meeting
- Town archivist/curator position: Abby proposes that this position combine the duties of an existing part-time Librarian I, be made full time and graded at level 5 to reflect increased responsibilities (e.g., budget, community outreach, supervising volunteers) associated with serving as curator for town historical records. Abby will have the position description completed in time for the Nov 1 FinCom meeting
- Abby will speak with Priscilla (town accountant) re: hourly to salary conversion

Next meeting scheduled for Nov 17, 10 am.

11:54 am-Adjournment