

**Meeting of the Gleason Public Library Trustees
at Gleason Library, Hollis Room
July 15, 2014, 10am**

Present:

Larissa Shyjan

Thornton Ash

Steve Golson

Katie Huffman, Director

Meeting called to order 10:00am, in the Hollis Room

Minutes

Approved minutes from June 17.

Treasurer report

Discuss classification of expenses. Discuss treasurer process. Report approved.

Directors report – budget

FY14 complete. Ended ~\$50 on the books, very good!

Reshuffled FY15 amounts, this is just for planning, no need to involve Town.

Directors report – building

Re water problem: better water filter may be all that's needed.

Roof planning continues.

Director's report – events & services

Summer reading for kids went GREAT! Up 23% from last year.

Carlisle Reads voting active until Labor Day.

Old Home Day fairly successful, raised about \$4k, considering changes for future years.
Note OHD was down overall for all vendors.

Director's report – strategic plan

Writing plan underway. About 100 surveys returned; good feedback so far.

Director's report – Gettysburg

Waiting on flag assessment. Janet H working on arms inventory.

Director's report – other

Charles attended ALA meeting. Registration fee paid through Professional Development budget line item. FOGPL gave \$250.

Discuss policy on expenses. Move to cover balance of expense (hotel 3 nights, airfare, meals) up to \$1500, seconded, approved.

Whale event. Increase from 60 to 90 kids, thus cost increased. Move to cover \$75 increase in cost, seconded, approved.

Postage stamps. Copier money is used by staff to buy postage, and excess goes to endowment. Suggest endowment buy stamps once/twice a year to have on hand. Move to buy 500 1st class stamps to have on hand, seconded, approved.

Thornton to buy from USPS with check.

Director's report – septic update

Prep work week of July 26. Actual work to begin Aug 11. Water cut-off Aug 11, for approx 3 days. Potential problems: hitting ledge. Discussion.

Plan to close Aug 11, provisional reopen Aug 25, (but hopefully expect opening earlier).

Staff events week of Aug 11, offsite visits to other libraries.

Katie to discuss with staff and plan. Need to notify Mosquito ASAP.

Lending policy

Much discussion. Discuss policy re picking up books. Discuss policy re picking up other patron's books.

Will have transition period while new policy is implemented. Need feedback from staff regarding new procedures.

Move to accept lending policy to become effective at the director's discretion, seconded, approved.

New business

None.

Schedule next meeting

No meeting in August.

Next meeting 10am Thurs Sept 18. Expect 1hr discussion of strategic plan.

Future meetings:

10am Tue Oct 21

10am Tue Nov 18

10am Tue Dec 16

Meeting adjourned 11:48am

Documents

Agenda

Minutes

Treasurer's report

Director's report

Lending policy

Respectfully submitted,

Steve Golson, Secretary

Approved September 18, 2014