

Committee name: Gleason Public Library Trustees

Meeting date: February 17, 2022

Zoom meeting only due to COVID-19

Meeting Minutes

Present: Christine Stevens, Karen Gettings, Dale Joachim, Martha Feeney-Patten, Maxine Crowther

Convened at 7:03 pm

1. Approved January minutes
2. Director's Report:
 - Budget: Budget is on track. Next year's budget projection is projected be flat except for COLA.
 - Facilities: Still puzzled on how to handle PFAS. We need to get 3 quotes. So far, we don't have space in our facility for the equipment they are suggesting. The MFC has ordered a new ventilation unit for the roof. The new unit comes with sensors; waiting for remodel before determining where sensors will be placed. Boiler has failed to start a couple of times now this winter. Martha estimates it is 8 years old, probably needs to be serviced. Steve is getting quotes for surge protector for entire building in event of power surges. Quotes so far are for both library and police station, and total \$10,000. Total cost to replace LEDs was \$1500-\$2000.
 - Renovation design process has begun.
 - Staffing and usage: We have a new circulation assistant, Bonnie Rankin, who is coming up to speed nicely. The library is busy during the days, quiet during the evenings. We have new public computers. They are not as busy as pre-covid, but getting busier each month. Children's programs underway. >50 people have signed up for the reading program.
 - MVLC has put out an RFP for a new system to sign up for library card online.
 - The art committee plans to hold an evening reception when mask requirements are dropped, so we can have a mask-free reception on a Friday evening.
3. Library of Things Policy Review:

Things can be reserved for a specific date range. Dale asks about liability potential from our loaned equipment. Christine will drop a note to Tim Goddard to ensure that Town Counsel is advised and to ask for actions/wording on what we need to do to absolve town from liability. We do list replacement cost, should something become broken.
4. Mask policy review: Board of Health will likely lift the mask mandate soon. Martha advises that the library stays aligned with BOH recommendations.
5. Recent Mosquito article quoted a MPSC official as saying the library's space "is fine"—seemingly unaware that the library is in the midst of a major space remodel to re-balance in the face of changing library demands. Christine will drop a note to Jack Troast.
6. Fiscal year ends end of Feb, and taxes are due in August. Martha and Christine will send files to Karen so she can start preparing.
7. Christine filed for a grant with a local bank.
8. Kelsey from Schwartz/Silver reported on the 2/9 meeting findings with town officials. Findings and recommendations were that remodels valued at >1/3 the assessed value of the building (\$2M) triggers the need for a sprinkler system. She laid out four options, adding that the state will still want to make sure that all other aspects of the library are conformant, no matter what is determined about the sprinklers. Since we are on a private well, and the requirement is to have at

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least 40,000 gallons, the cost of a sprinkler system would be significant—“well into the six figures” per Kelsey. Kate Reid has recommended potentially going to town meeting for funds, and not to rely on private fundraising. Kelsey recommends proceeding with site redesign meetings and final recommendations because it will be hard for trustees to make a final determination before knowing cost estimates and appealing the sprinkler requirement. We have also held two town hall meetings so far which yielded some new ideas. We also had a staff survey meeting, and staff had valuable recommendations. Christine will post following renovation meetings with Town Clerk.

9. Maternity leave transition planning: Martha has been reviewing instructions with Jennifer. The other full-time staff have been good about volunteering to supplement where needed.
10. No new items
11. The next renovation town hall meeting is scheduled for March 3, 7 pm. (We also have an endowment meeting and monthly trustees meeting on March 8. 6 pm trustees meeting, 7 pm with Janelle.)
12. Adjourning at 7:58 pm

Approved March 8, 2022.

Submitted by Christine Stevens.