

Committee name: Gleason Public Library Trustees

Meeting date: July 10, 2023

Zoom meeting

Meeting Minutes

Present: Karen Gettings, Christine Stevens, Kaitlin Waterson, Martha Feeney-Patten, Kate Reid (SB)

1. Call to order: 7:03PM
2. June minutes approved
3. Director's report
 - a. FY23 expenses came in at 98.8% of budget. Closed out last capital account. Transitioning to FY24.
 - b. Some money left in Manton Grant. Need to determine how to spend remainder of funds (Gettysburg and historical collection). Martha is investigating options.
 - c. Rooftop ventilation is being fine tuned to improve settings and make sure it meets the building's needs.
 - d. PFAS system undergoing testing to make sure it is working properly.
 - e. Roof replacement project making good progress. During heavy rain there was some leaking but that was due to flashing - not the new roof. Rain has delayed some progress. Shingles and flat roof are done. Finishing gutters, flashing and masonry. New third floor door was ordered after they had proper measurements.
 - f. Irrigation - disconnected this summer. It had not been used in many years and the backflow device could not be inspected due to a leak. We submitted photos so the state-mandated inspection will not be required in the future.
 - g. Soft launching E-Card sign up. Link will be on library website.
 - h. Martha will be serving as MVLC Treasurer this year.
 - i. Annual purge happened in May - inactive accounts and bills prior to early 2020 were purged.
 - j. Library has been busy over the summer. Various events and the summer reading program, "Find Your Voice" are happening.
 - k. Two new library pages were hired.
 - l. Year end stats -physical checkouts down, digital checkouts up, door count up in FY23 - 60,139 vs 47,666 in FY22.
4. Renovation Updates
 - a. Fundraising kickoff was well attended and received. Mosquito article had a lot of detail.
 - b. Handed out flyers at OHD to everyone who came to the library for the book swap. Renderings are up in the library and postcards are available for patrons as well.
 - c. Need to determine how we acknowledge donations at an upcoming fundraising meeting.
 - d. Christine is in touch with Simon Cataldo's aide Kyle and he will keep an eye out for funding opportunities for community spaces or earmarks for grants that may apply to us.
 - e. Donor advised funds letter - We received a \$5100 legal invoice for the letter confirming our 503(c) status as a "Type II Supporting Organization" for charitable purposes.
 - f. To do: Christine and Kaitlin will do additional research on creating a capital campaign specific account with the town.
 - g. Updated CPA application - due July 31. CPC will provide guidance for a recommended updated amount before then.

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- h. Trustees hope to attend the Select Board meeting on July 25 along with the CPC. Kate Reid will be putting together the agenda for that meeting next week.
 - i. Weekly renovation meetings - Karen can do the agenda for tomorrow.
 - j. Lawn sign - per Historical Commission guidance, the thermometer lawn sign will be on display outdoors for up to 30 days at a time.
5. Next meeting: August 9, 2023 at 7PM.
 6. Meeting adjourned 7:50 PM.

Minutes prepared by Kaitlin Waterson and approved on September 13, 2023.