

Committee name: Gleason Public Library Trustees

Meeting date: January 11, 2023

Zoom meeting only due to COVID-19

### Meeting Minutes

Present: Christine Stevens, Karen Gettings, Kaitlin Waterson, and Martha Feeney-Patten

1. Call to order: 7:03pm
2. December minutes were approved.
3. Director's report
  - a. Budget on track
  - b. Physical checkouts are on par with before pandemic. Digital collection is much higher than before pandemic.
  - c. Old Rooftop ventilation unit was removed, new is arriving next week. Because of this, on Tuesday the library will need to open late.
  - d. Library received a \$18K quote for PFAS treatment design.
  - e. Roof replacement contract is now in place.
  - f. Personnel: library is now fully staffed.
  - g. E-books now require pin numbers.
  - h. Programming continuing strong for the season.
4. Policy review: Internet Use Policy
  - a. Trustees unanimously approved changes, effective immediately and available at the library website.
5. Master plan implementation: will look at spreadsheet provided by Town and identify which parts are pertinent to the Library. Will provide feedback to town by 1/20/23.
6. Finance budget committee recap: Reviewed and discussed budget request with finance committee last week. No issues.
7. Fundraising status:
  - a. Karen and Martha will meet on 1/20/23 to review materials for Mass Cultural Council grant application.
  - b. Mini-golf fundraiser: 8.5 (out of 9) holes sponsored at the moment. Some businesses offered to donate prizes for the event. We may need volunteers for the day of the event.
  - c. Lead letter will be mailed soon.
8. New items:
  - a. Will discuss library renovation with our state representative Simon Cataldo
  - b. Taxes: Kaitlin will ask for clarification on how to submit
  - c. Parental Leave: note sent to Town Administrator, Ryan McLane, requesting that formal parental leave is extended to all town employees. Ryan will forward to the Select Board for their review and deliberation.
9. Set next meeting date: Feb 13, 2023, at 7PM
10. Adjourn 7:57pm

Minutes prepared by Karen Gettings and approved on February 13, 2023.