

Committee name: Gleason Public Library Trustees

Meeting date: February 4, 2021

Zoom meeting only due to COVID-19

### Meeting Minutes

Present: Karen Gettings, Dale Joachim, Martha Feeney-Patten, Maxine Crowther (FoGPL), Christine Stevens, Barney Arnold (SB) and Wanda Avril (Carlisle Mosquito)

#### *Open Session*

1. Meeting called to order at 7:01pm.
2. Minutes approved.
3. Director's report
  - a. Budget on track.
  - b. Proposed level funding for the year.
  - c. RFP for chiller. Steve Bastek to request quotes for engineering services.
  - d. Curbside remains busy with 30-50 pick-ups on average day.
  - e. McMillan not going forward with planned restrictions.
  - f. Ongoing work on the website to implement https. The website calendar now constrained to future events.
4. Acoustic study
  - a. Voted to approve the allocation of \$2,500 from town trust funds for the space planning acoustic study.
5. Policy review: display of community information
  - a. To be restricted to non-profit and non-political advertisement.
6. Fundraiser update
  - a. Christine Lear has declined to lead the effort.
  - b. The acoustic study to provide basis for identifying fundraising focus.
  - c. A candidate theme: library as a community living room.
  - d. Recommendation from C. Lear is to articulate need and refine elevator pitch.

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7. Maternity leave policy review
  - a. Personnel committee has not yet met to discuss.
  - b. Follow up draft letter to town manager discussed and approved.
8. New items
  - a. Discussion of Mosquito editorial article praising library directory and staff.
  - b. Voted to approve gradual opening target date to March 1<sup>st</sup>.
9. Next meeting date: March 9<sup>th</sup>, 2021 at 5pm.
10. Meeting adjourned at 8:01PM.

Minutes prepared by Dale Joachim and approved March 9<sup>th</sup> 2021.