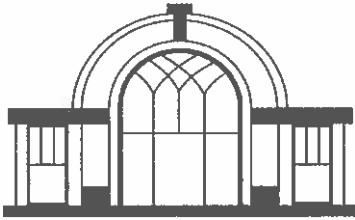


Meeting date: February 6, 2020
Meeting location: Quiet Study Room, Gleason Public Library

Present: Dale Joachim, Christine Stevens, Karen Gettings, Martha Feeney-Patten and Wanda Avril
(Carlisle Mosquito)

1. Called to order at 7:00PM
2. Recognition: Patron emailed Trustee Christine Stevens commending the Library Director for helping patron convert VHS to DVD. He thinks Martha should be recognized for going above and beyond her duties.
3. January minutes were approved.
4. Director's Report (see February 2020 Director Report document)
 - a. Budget on track.
 - b. Carpet replacement was on schedule and on budget. Director appreciated that custodians accommodated to keep library open longer hours so contractor/workers could work additional hours on the carpet replacement and stay on schedule. The Director also thanks the community for their understanding during the week of construction, and Trustees appreciated that the library remained open during construction.
 - c. The library, along with other libraries in Massachusetts, will be taking donations for new pajamas as part of Boston Bruins 13th Annual PJ Drive. The pajamas will be donated to children in need.
 - d. Feb. 1 art exhibit reception was well attended, with about 70-85 patrons.
 - e. League of Women voters have some items on exhibit at the library celebrating the 100th anniversary of women's suffrage, including a poster from the era.
 - f. Poetry contest: considering exchanging winners' reception for videos to post on library website or other recognition. Decision not made yet.

- g. MVLC mobile app is now available at the app stores.
 - h. Telescope being donated to Gleason by Mathworks. It will be available for checkout.
5. Trustees approved the library's annual report for the town.
6. Review staff recommendations on space planning
- a. The Director gave the trustees a tour of the library space to view the public and staff space, and point out under/over utilized areas.
 - b. Library may need a professional assessment to maximize usefulness of space.
 - c. Christine will look into MBLC resources for space planning.
7. New items
- a. Kitchen Conversations, master plan steering committee
 - i. Feb 13, currently advertised on marquee and website for registration.
 - ii. Refreshments will be ordered by the library, funded by MPSC.
 - b. Web site updates
 - i. Looking at additional proposals.
 - ii. Library policies may be updated before launching new website.
8. Adjourn: 8:06PM



Thursday, February 6, 2020
 To: Library Trustees
 From: Martha Feeney-Patten
 Re: February 2020 Director's Report

Gleason Public Library

FY20 Budget as of 1/31/2020 (42% of fiscal year remaining)

Operating Accounts			
Account #	Account Name	Remaining	% Remaining
Library Accounts			
01610 51120	Wages	192,855.35	43.72%
01610 52400	Automation	1,089.00	3.95%
01610 53100	Training & Meetings	618.49	65.10%
01610 54200	Office Supplies	1,838.63	45.97%
01610 58500	Books	14,353.00	50.36%
01610 55101	Teen Books	1,950.67	48.77%
01610 55102	Children's Books	10,868.91	72.46%
01610 55103	Digital	15,439.00	60.55%
01610 55120	Audio	5,927.43	53.89%
01610 55131	Visual	4,223.78	46.93%
01610 55132	Periodicals	1,757.84	25.11%
01610 55140	Additional Equipment	-201.47	-35.35%
01610 55822	Programs & Outreach	265.97	13.30%
Building Accounts			
01611 51120	Custodial	14,016.13	39.66%
01611 54300	Repair & Maint.	1,842.71	8.38%
01611 54500	Supplies	1,414.06	38.22%
	TOTAL	268,259.50	42.10%

Capital Accounts – no change			
Account #	Account Name	FY20 Start	Remaining
01612 58574	Technology Upgrades	7,696.86	7,696.86
01612 58575	Carpet replacement	80,000.00	38,662.00
01612 58577	Misc. Maintenance	595.00	595.00
01612 58584	Repairs/Service	10,000.00	10,000.00
01612 58500	Additional Equipment	1,351.78	1,351.78

Other Accounts				
Account #	Account Name	FY20 Start	Details	Remaining
19306 -----	State Aid	\$28,659.45	(+) state deposit (-) Page wages, hotspot, classified ad	\$29,781.83
19347 -----	Grants	\$28,523.19	(-) wages, archival supplies, storage, framing, software	\$20,765.27
19320 -----	Gifts	\$7,943.99	(+/-) assisted listening devices per COA grant, Garden Club donation for Butterfly House passes	\$7,797.14

Budget

- The budget is on track for this point in the fiscal year.
- Board of Selectmen have not yet set cost-of-living adjustment for FY21; Finance Committee finalizes budget including COLA in March.

Building

- **Carpet replacement:** The carpet replacement was completed on January 10th, on schedule and on budget! Thanks to Atkinson Carpet for their hard work; to our staff and patrons for their flexibility during the 5-day installation process; and especially to our custodians Vincent Carfagno and Dan Brainard, who both worked extra hours to enable much of the work to be done outside of library operating hours.

Personnel

- **Staff leave coverage:** John Toothaker hit the ground running as our temporary teen librarian during Tahleen's leave. Thank you also to Miranda Griffiths and Jenn Bulizak for picking up some of Tahleen's programs, since John is only here 3 days/week.
- Emma McKenna, who has been working here as Library Assistant II since 2017, has given notice that she will be leaving in mid-April. We have posted internally and will post the opening externally in mid-February if needed.
- Annual performance reviews are almost complete; staff have been setting goals based on our new strategic plan, and their professional development goals have given me some ideas for staff trainings in the coming months.

Events

- **February Vacation:** Vacation week programs include a Kindness Hearts craft, origami program, mindfulness activity, and family movie.
- **Tween and teen programs:** Events planned so far by our temporary teen librarian include a meet-and-greet, a Valentine's craft, and a "Bad Art Creations" event.
- **Art at the Gleason:** Evening reception on January 31, with live music, refreshments, wine and beer. We are expecting a good turn-out.
- **FOGPL Pop-Up Book Sale:** The Friends are planning a one-day used book sale for nonfiction books for all ages, accepting donations for two days beforehand at the library. The sale is Saturday, February 8, 11am-3pm.
- **Poetry Contest:** We are starting to advertise our 10th annual poetry contest for National Poetry Month in April, with cash prizes from the Friends of the Library and publication in the Mosquito for winning poems.

Services

- **MVLC Mobile app** is now available in the Apple and Android app stores. You can use it to manage your account (checkouts/holds/renewals), search the catalog and place holds on both physical and e-materials, see when nearby libraries are open, and more – you can even scan a book's ISBN to look it up in the catalog. We are training staff and beginning to publicize to patrons. The cost is included in our MVLC membership fee at no extra charge.
- **Telescope donation:** The Aldrich Astronomical Society will be donating an Orion 4.5 Inch tabletop telescope for the Gleason to circulate to patrons, supported by grant funding from the MathWorks corporation. Circulating telescopes have been very popular at other libraries; the cost to the library would ordinarily be \$375 but will be free for us. The Society will provide a staff training session and a public presentation on using the telescope. The telescope will likely be delivered in late April, and will come with a carrying case, instructions, and suggested procedures for circulation.