

Committee name: Gleason Public Library Trustees

Meeting date: March 14, 2023

Zoom meeting only due to COVID-19

Meeting Minutes

Present: Christine Stevens, Karen Gettings, Kaitlin Waterson, Martha Feeney-Patten, and Karin Kliger (FoGPL), Wanda Avril (Carlisle Mosquito), Sharmili Das (patron)

1. Call to order: 7:34pm
2. February minutes were approved
3. Director's report
 - a. Budget on track
 - b. Cost of printed periodicals subscriptions have increased significantly. Library will assess usage.
 - c. Town is looking into the 2024 budget for approval. Repairs funds may be reallocated to MFC.
 - d. Phone systems are being upgraded by the town to various municipal facilities. Library, Town Hall and DPW will have the same type of phone system.
 - e. Martha is submitting an ARPA grant for PFAS remediation system.
 - f. Physical audiobooks usage has been significantly down. E-audiobooks are very popular.
4. Trust Fund allocation for library renovation: Trustees agreed unanimously to allocate \$400K towards library renovations from the municipal-managed unrestricted trust funds and the endowment funds (combined).
 - a. Fundraising Update
 - i. Sharmili and Karen will revise fundraiser timeline draft created by Martha and will circulate among acquaintances with experience fundraising.
 - ii. Fundraising includes in budget hiring owner's project manager. Martha will start looking into finding someone for the position.
 - iii. Christine will re-circulate lead letter for donors
 - iv. Christine and Kaitlin presented renovation plan to planning board on 3/13
 - v. Meeting with other boards ahead of town meeting: 3/22: Historical Commission, 3/27: FinCom, 3/28: COAHS, 3/28: SB, 3/30: MFC, RecCom in April
5. All Chairs meeting recap: chairs of town committees and departments met on 3/10. Each department went around and introduced current projects and immediate concerns. Christine brought up the topics of change of usage which is leading us towards the library renovation, and the topic of parental leave for employees. Christine will invite the cultural council and COAHS to one of our meetings so they can share insight on how the library renovation can help their committee missions and visions.
6. New business: Karen asked for clarification on physical book checkout numbers. Martha clarified that physical book checkouts are back to the pre-pandemic levels, and the e-book checkouts continue to increase.
7. Set next meeting date: April 10 at 7PM
8. Adjourn at 8:33PM

Minutes prepared by Karen Gettings and approved on April 10, 2023.