

Committee name: Gleason Public Library Trustees

Meeting date: May 8, 2020

Zoom meeting only due to COVID-19

Meeting Minutes

Present: Dale Joachim, Christine Stevens, Karen Gettings, Martha Feeney-Patten, Jennifer Pike, Ginny Lamere (FoGPL), Barbara Arnold (BoS), and Wanda Avril (Carlisle Mosquito)

1. Call to order 4:01 PM
2. April minutes were approved.
3. Director's Report
 - a. Budget on track.
 - i. Once library opens will need to catch up with bestsellers books and DVDs. Will make must-have/nice to have lists.
 - b. Town will be purchasing COVID related materials (plexi-glass, gloves, etc.).
 - i. Gleason director is now part of Carlisle's local emergency planning committee (LEPC).
 - c. Library has been fogged for disinfecting.
 - d. Hoopla monthly borrowing limit was increased. Availability in other platforms for e-books/audiobooks has been increased too, and wait times are now shorter. Concierge service at the library: email book/topics you like and library will check out available book to patron.
 - e. Book drop has been checked and emptied regularly.
 - f. Live children's story today. Grandparents were able to connect through it with distant grandkids.
 - g. Remote Henna tattoo event. Library is looking into how to provide materials.
 - h. Poetry contest finished. Judging starting soon.
 - i. Director is talking to librarians about potential models for summer reading programs.
 - i. Summer reading live performances may move to virtual.

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- j. HVAC company will give an estimate next week to fix library's system.
4. FY21 budget discussions with FinCom
 - a. Asked library to draft budget with 5% reduction.
 - b. Budget cut will affect both staff and materials. Library would need to close one day per week on summer and it will significantly impact acquiring new releases.
 - c. We would not reach the state funding mandate, and with it can lose state funding and affiliation with other state libraries.
 5. MBLC Service Updates—Karen
 - a. MAR is still required. Libraries can request waiver, and there will be a hearing for each request. No guarantees to get a waiver. Town official must be present at waiver hearing if it is considered that library town's budget cut was disproportionate.
 - b. Libraries are not required to open any more hours this fiscal year for state requirements purposes.
 6. Reopening schedule—review draft plan
 - a. Likely a phased plan: Phase 1: curbside/no contact, Phase 2: limited opening, Phase 3/4: full reopening.
 - b. Subject to change. Will follow town's LEPC recommendation.
 7. Web site update proposals—Jennifer
 - a. Library is leaning towards vendor Sterling.
 - b. Wordpress based website. Internal staff has used it and are familiar.
 - c. Staff will be able to make changes and add content remotely.
 - d. Additional cost of customization may save money in the long run because with basic plan every change needed is expensive.

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- e. Will check with other libraries and Sterling regarding support plan and security features.
- 8. Set next meeting date: Thursday, June 11 4PM, location TBD.
- 9. Adjourn 5:29PM.

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Gleason Public Library

Friday, May 1, 2020
 To: Library Trustees
 From: Martha Feeney-Patten
 Re: May 2020 Director's Report

FY20 Budget as of 5/8/2020 (~16% of fiscal year remaining)

Operating Accounts			
Account #	Account Name	Remaining	% Remaining
Library Accounts			
01610 51120	Wages	78,527.99	17.80%
01610 52400	Automation	1,074.00	3.89%
01610 53100	Training & Meetings	525.22	55.29%
01610 54200	Office Supplies	1,266.20	31.66%
01610 58500	Books	10,749.21	37.72%
01610 55101	Teen Books	1,683.15	42.08%
01610 55102	Children's Books	7,374.70	49.16%
01610 55103	Digital	-5,761.22	-22.59%
01610 55120	Audio	4,714.39	42.86%
01610 55131	Visual	3,511.24	39.01%
01610 55132	Periodicals	1,122.90	16.04%
01610 55140	Additional Equipment	-245.38	-43.05%
01610 55822	Programs & Outreach	265.97	13.30%
Building Accounts			
01611 51120	Custodial	6,311.44	17.86%
01611 54300	Repair & Maint.	102.51	0.47%
01611 54500	Supplies	826.59	22.34%
	TOTAL	112,048.91	17.58%

Capital Accounts			
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	\$32,288.66
19347 ----	Grants	\$28,523.19	(+) grant deposit (-) wages, archival supplies, storage, framing, software	\$37,907.35
19320 ----	Gifts	\$7,943.99	(+/-) assisted listening devices per COA grant, Garden Club donation for Butterfly House passes	\$7,797.14

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Budget

- Finance Committee/Board of Selectmen has advised freeze on discretionary spending through end of fiscal year (June 30).
- We continue to pay staff their regular wages, and to fulfill contractual obligations (e.g. annual service renewals; orders placed before spending freeze.)
- We have some funds available in State Aid and Gift funds that are not subject to spending freeze – these could be used for materials purchases between now and June 30 if/when we begin circulating physical materials again.
- Some COVID-19-related supplies and expenses are being provided through other departments rather than the library budget; the Town is tracking these expenses for potential future federal reimbursement.
- FinCom has asked us to present a revised FY21 budget proposal with a 5% cut, to be discussed with them at 5 p.m. on Tuesday, May 12. The impact of such a cut would be to reduce library hours (closing at least ½ day/week during the summer months) and reduce our budget for library materials by about 9%. It would also put our certification in jeopardy; we would have to apply for a waiver, which might or might not be granted, to continue reciprocal borrowing with other Massachusetts libraries.

Pandemic and Planning

- I'm meeting twice weekly with the LEPC (Local Emergency Planning Committee) to discuss Carlisle's pandemic response and town reopening plans.
- Carlisle School facilities manager Rob Fortado disinfected the library building with their fogger, and will continue to do so every couple of weeks.
- We have drafted a plan for reopening the library in phases (see attachment for details).
 - In the initial phase, the library building will remain closed to the public, with curbside pickup service available during limited hours. We will work with the Carlisle Neighbor Response Team to provide home delivery to vulnerable seniors. Staff will continue working from home for all tasks that can be done remotely.
 - Plans for future phases include social distancing and safety measures within the library, including plexiglass shields at service desks and spacing out seating and computers for both public and staff.
 - We expect that meetings and programs will continue to be held virtually rather than in the Hollis Room for an extended period. The Friends of the Library are supporting the purchase of video equipment for livestreaming programs.

Service Highlights

- New resources: New York Times online, Rosetta Stone language learning, Universal Class for continuing education, and expanded ebook and eaudio availability.
- Ebook checkouts are up 47% compared to April of last year, and ebook wait time is 9 days shorter than previously, thanks to additional contributions from MVLC member libraries.
- Reader's Advisory – we are offering personalized book recommendations from items available for checkout immediately as ebooks, and a variety of suggested reading and viewing lists.
- Miranda has been updating family resources at <https://gleasonchildrensonline.wordpress.com/>
- Tahleen is back from maternity leave and has been updating the library Instagram, including staff profiles and her very own sourdough starter.
- Deena and Helen have been checking the bookdrop returns periodically, wearing gloves and quarantining returned items for 72 hours before shelving them.
- Staff are keeping up with reviews and bestseller lists and preparing selection lists of "must-have" and "nice-to-have" print/physical items to order when we reopen.