

Gleason Library Trustees Meeting

June 27, 2017

10 a.m., GPL Hollis Room

Present: Steve Golson, Andrew Beal, Martha Feeney-Patten and Priscilla Stevens

- I. Minutes from the previous meeting were accepted as amended.
- II. Election of officers: The Trustees unanimously elected Andrew Beal as Chair, Priscilla Stevens as Treasurer, and Steve Golson as Secretary.
- III. Director's report:  
Before the report, Priscilla Stevens noted that Martha Feeney-Patten has done an outstanding job as Interim Director. This was acclaimed by the other Trustees and has been corroborated by Town Accountant Priscilla Dumka.
  - A. The budget shows a more positive balance because of attrition and retirements.
  - B. The HVAC system will be blown out in the fall when the weather is cooler, as the system must be turned off for a week.
  - C. Some poison ivy needs to be eradicated near the east entrance. Martha will call the landscape company to pull it all over the property.
  - D. The Board of Health has made suggestions for fleshing out the water emergency protocols. We will rewrite the document accordingly and submit it to them, as well as posting it in the library.
  - E. The automatic doorpost is being repaired.
  - F. Our new Children's Librarian, Nicole Claire, has started work.
  - G. Emma MacKenna is replacing Joan Hoffman and will begin in July. She was hired over 27 applicants.
  - H. Martha gave special mention to Tahleen Shamlan, who has covered a great deal of work since we had staff departures. The Trustees agreed to find a way to acknowledge this service.
  - I. Summer reading had over 100 people at the kickoff.
  - J. The Friends raised about \$300 on Old Home Day for their Children's Book Sale.
  - K. There are Story Times planned here and at the Farmer's Market during the summer.
  - L. Book groups, poetry class and other adult groups will still meet in the summer.
  - M. The new software system, Symphony, went live on May 18 and there has been a learning curve for the staff, but the patrons seem to be responding well to it. Training will be provided later in the summer.
- IV. Space planning update: Construction Journal has contacted us to see who won the construction bid. Steve has notified Tappé that they have won the job. Steve, Tim Goddard, and Jennie Merrill (Town Counsel) had a conversation about negotiating the contract. The contract has been sent to Tappé, and they are examining it. Steve has let them know that we need to get our new Director in place before we resume negotiations. Steve will contact the applicants who did not win the bid to let them know the job is filled.

- V. Steve and Priscilla will attend the next Personnel Board meeting on July 12 to discuss salaries for the Children's Librarian and Director positions as well as job descriptions.
- VI. Director update: The contract has been signed and Abby Noland will begin on July 17.
- VII. New business:
- A. Daniel Kusik contacted Martha, asking that his email be forwarded to the Trustees, in late May. He was concerned about SAT prep sessions at the library. He runs a test prep company. He believes that the test prep company we have used is getting free advertising. He will attend a Trustees meeting in the future to discuss this program.
  - B. New trustee: when there is a vacancy on July 1, the BOS and Trustees have a joint meeting and they vote on the replacement. We all thanked Andrew for his service.
  - C. Punch list for new Director: this is in hand; Trustees and staff will check on ongoing projects.
- VIII. The next meeting is scheduled for 10 a.m. on July 24 at the library.
- IX. Adjournment: 11:12 a.m.

Documents to be available at the library:  
Copy of contract for Library Director  
Director's report  
Copy of Kusik email

Respectfully submitted,

Priscilla S. Stevens  
Secretary