

Gleason Library Trustees Meeting

August 4, 2017

10 a.m., GPL Quiet Study Room

Present: Steve Golson, Christine Stevens, Abby Noland, and Priscilla Stevens

- I. Election of officers: The Trustees unanimously elected Steve Golson as Chair, Priscilla Stevens as Treasurer, and Christine Stevens as Secretary.
- II. Minutes from the previous meetings (6/27 and 7/11) were accepted as amended.
- III. Director's report:
  - A. Abby asked a number of questions about procedures and the Trustees discussed answers.
  - B. There was an explanatory discussion of Open Meeting Law.
  - C. Space Plan update: Steve gave a history of the Space Planning process and brought everyone else up to speed on where it is now. We are about to begin negotiating the contract, using Town Counsel's advice. The staff is coming up with ideas, including increased storage construction, flexible, movable furniture and shelving.
  - D. Abby spoke of acquiring an intern to help digitize the Mosquito collection. The Trustees advised her to see Town Accountant Priscilla Dumka in order to determine hours.
  - E. Abby provided several building issues updates.
  - F. Staff: We will be needing a new page, and someone to temporarily replace Tahleen as she goes on maternity leave. Abby would like to find temporary help internally first if possible.
  - G. Abby presented a proposed re-organization. There are some minor changes to the one proposed by Christine Schonhart. The Trustees suggested looking at the title of the Special Assistant and making it more specific. Abby will give this some consideration.
- IV. HVAC update: We did not schedule the filter cleaning and flushing in the spring because our director left. We now need to schedule it for late September/early October.
- V. Personnel Board: Priscilla gave a report on meeting with the Personnel Board on Wednesday, August 2.
- VI. New business:

Abby handed out library keys to all the Trustees and gave them the codes for the doors.
- VII. The next meeting is scheduled for 10 a.m. on September 15 at the library.
- IX. Adjournment: 11:42 a.m.

Documents to be available library:

Director's report

Library Reorganization Chart

List of Selectmen Liaisons to Committees and Boards

Email to Tim Goddard fulfilling request of Personnel Board re: Abby Noland's experience

Respectfully submitted,

Priscilla S. Stevens

Secretary