

Minutes of the Gleason Public Library Trustees September 19, 2017, 4 pm, Quiet Study Room

4 pm-call to order

Attending: Steve Golson, Priscilla Stevens, Christine Stevens, Abby Noland

1. Minutes approved from 24 August meeting

2. Director's report:

- Tim Goddard sold the photocopier.
- The town is meeting on Nov 1 to discuss 2019 library finances. All trustees and the director plan to attend. Abby will send draft a short cover letter and write justifications for the archivist position and archival storage needs and send them to the committee in advance.
- Grandparents Day is this Saturday. Abby spoke with COA groups and had her first Friends meeting.
- We received a letter of appreciation from a library patron on Mary's poetry program.

3. HVAC update

There are 40 units to be cleaned, which will take probably through next week to complete.

4. Space plan update & contract review

Abby spoke with Chris at Tappe. Tappe would like to propose addenda to our contract before finalizing. Abby will review these changes with town counsel tomorrow and review with trustees at the next board meeting. Abby is planning a fact finding trip to see other local libraries who were clients of Tappe. The purpose is to view firsthand how the libraries have benefitted from their remodels.

5. Personnel board update

We have four topics for discussion with the personnel board tomorrow: Classify the position for assistant director, classify the position for the children's librarian, pick a step for Abby, and assign a grade for the new position/separate assistant director from children's director. Steve asks that Abby come prepared with job descriptions for all library positions.

6. Discuss converting some hourly staff to salaried

Tahleen Shamlian is working full time but is classified as an hourly employee. We believe there would be no impact to her benefits if we re-classified her as full-time, though Abby will confirm with Priscilla Dumka to assess full financial impact.

7. New business

The next trustees meeting is scheduled for Oct 10, 10 am.

Abby rewrote the weather policy currently posted on the policy page. The trustees approved it as written, and Abby will update the web page accordingly.

Abby also rewrote the policy concerning Hollis Room reservation processes, which clarifies the reservation policy with regard to commercial businesses and arts programs, and open hours. Abby will revise further to more faithfully reflect the library's mission of providing free access to all library services. Trustees will resume discussion next meeting.

A patron offered to donate the cost of a children's event focused on local species of bats. The patron will donate the appropriate amount to the Zielinski fund and work with the children's librarian to identify appropriate dates and times.

5:52 pm-Adjournment