

## Minutes of the Gleason Public Library Trustees November 17, 2017, 10 am, Quiet Study Room

10:02 am-call to order

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

1. Approved minutes from 10/31
2. Director's report
  - a. Ellen Royalty is newly hired as Library Asst II position, starting Dec 1. She will work Thursdays and one extra day every four weeks.
  - b. Handyman referral: Christine recommends a handyman, Lazslo Hegedes, 781-492-4902
  - c. An outside (MVLIC recommended) consultant conducted a tech assessment, resulting in a recommendation for a UPS (Uninterruptible Power Supply) for the computers as well as a few other improvements.
  - d. Abby is obtaining repaving estimates from Nashoba Paving. Alternatively, Gary Davis has offered to patch or repave for free. There is also a need to assess the parking lot for potentially more parking spaces or better lighting.
3. HVAC update: see attached list of items still requiring repairs
4. Space plan update & contract review
  - a. October visit to Morse Inst Library Natick yielded ideas—both good and bad—for space planning, for example: reference desk with overhang and chair and swivel chair; return drop box at circ desk away from checkout space; and alternate lighting and flooring.
  - b. Tappé objects to contractual clauses mandated by town counsel. Steve will follow up directly with Tappé principals re: misunderstanding over what deliverables are stipulated in the proposed contract.
  - c. Abby recommends as an alternative approach surveying an interior design firm with engineering/architecture reach back.
  - d. Kate recommends viewing Fowler Library in West Concord as a community library with highly usable space.
5. Personnel board update
  - a. Personnel board has not been meeting on a reliable schedule. Kate will email Luke Ascolillo to inquire as to can be done and how often meetings are supposed to take place. We need personnel board vetting of the new position before town meeting.
  - b. The personnel board is currently scheduled to meet Nov 29.
6. FinCom and budget review
  - a. FinCom believes that the curator position is a good idea, had questions about how it will be funded, and concern over full time nature of the position and might the position be split with another nearby community. We still need to pursue talks with Historical Society.
  - b. FinCom also asked about paving. Priscilla committed to putting off work or just patching.
7. New business
  - a. Trustees agree to waive the need to contact patrons who have not paid for fines/long overdue materials from 3 years back or more. It is recognized that these people do not normally respond after this amount of time has passed. Also, the system is set to block borrowing privileges of patrons who accumulate more than \$25 in fines. Patrons must pay for replacements or other fees in order to unblock their accounts. Discussion over

how town might modernize its payment systems to accommodate credit card payments for replacements. See new policy considerations to be discussed next month

- i. Policy will be updated to include a clause prohibiting soliciting and canvassing.
- b. Historical Commission is enthusiastically in favor of the half-time curator/half-time library assistant position.
- c. Steve met with Art Committee re: programming events and lighting. Steve referred them to the library director.

11:46 am-Adjournment

Next meeting December 22, 10 am

Documents reviewed this meeting:

- Director's report
- Space planning notes from Morse Institute
- Draft policy considerations