

Minutes of the Gleason Public Library Trustees January 19, 2018, 10 am, Quiet Study Room

10:02 am-call to order

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

1. Approved minutes from 12/8
2. Director's report (see attachment)
 - GPL circ stats reflect strong library usage. About 95% of Carlisle residents have library cards in active use, and the average number of books checked out per person in the last 5 years per year varies between 26 and 30 books/capita. The national average is 4/capita. Ebook circulation is trending steeply upward; printed books are decreasing. Abby is awaiting more trend data.
 - Tahleen plans to return to work Feb 5.
3. Space plan contract update
 - Steve notified Tappé that we will not be proceeding further with the previous RFP (see attached).
 - Abby and the staff have put together some very good information on space considerations and will continue to evaluate services offered by industrial designers and ergonomic analysts.
4. Personnel board update
 - GPL is dropping discussions with the board due to lack of position funding by the town.
5. FinCom and budget review
 - We have a budget approved by FinCom that excludes the curator position.
6. Discuss and approve meeting room policy
 - Move to accept amended meeting room policy (see attached)
7. New business: visit Concord Free Public Library
8. New business
 - Abby to follow up on Manton Grant funding status. The Manton family long ago granted \$10k/yr but funding has stopped and trustees are not sure when/why.

11:44 am-Adjournment

Next meeting February 2, 10 am

Documents reviewed this meeting:

- Agenda
- Town of Carlisle YTD Budget Report
- Director's report
- Certificate of Analysis from Nashoba Analytical, LLC
- FY19 Draft Budget
- Amended Meeting Room Policy
- Golson email to Tappé
- Space Study and Design Considerations
- Space Needs for Small Libraries Overview