

Minutes of the Gleason Public Library Trustees April 13, 2018, 10 am, Quiet Study Room

10:03 am-call to order

Attending executive session: Steve Golson, Priscilla Stevens, Christine Stevens

Open Session

- Approved minutes from 3/27
- Director's goals and action plan
 - *The weeding process*: Book weeding is on hold and has been since January. When we resume this effort, we will conduct a meeting space vs book inventory trade study to aid our decision making. Trustees will need to decide if we want to remove materials to create more meeting spaces (the area by the new books is now being used successfully) or do we want to be more like other Massachusetts libraries with a collection of more than 6 books/capita.
 - Improved communication: daily updates of blog, target monthly 1:1 meetings (recorded in Director's report); staff meetings quarterly. Steve suggests additional "skip level" meetings directly with individual staff to gather information on an ongoing basis.
 - *Circ desk*: Abby will delegate circ desk responsibilities and check questions with Deena
 - *Town accounting*: Abby will prepare reports a day early then re-examine her work. She has also asked Martha to serve as a double check to Abby's work.
 - *Target goal of attending to more director level trainings and meetings*. Abby has approval to get our own custodian if we employ state aid and will use the new handyman more extensively for facilities concerns. Abby attended the facilities meeting last night and was successful in getting agreement that Gleason will eventually be included in the town facilities LTC planning.
 - *Trustees will revisit these topics as needed during Trustee meetings. At the end of 3 months, we will check progress against plan by checking with staff and Abby.*
- New business
 - Approx. 100 people attended the Art reception, at which Abby bartended.
 - Manton Grant: Increase Janet's hours and the benefits that go with it.

Next meeting May 11, 10 am

11:14 am-Adjournment of open session

Documents reviewed this meeting:

- Agenda
- Minutes from 3/27
- Steps to Rectify Concerns