

Minutes of the Gleason Public Library Trustees May 11, 2018, 10 am, Quiet Study Room

10:01 am-call to order

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

1. Approved minutes from 4/9

2. Elect officers: Priscilla Stevens will chair, Christine will continue as secretary, Steve Golson will serve as treasurer.

3. Director's report

- We have about 25 applicants at this point, about 20 of whom look to be “superb.”
- Temp custodian is Vincent “Vinnie” Carfagno, paid out of state aid and hired through Express Employment Professionals in Chelmsford.
- Summer youth reading topic is “Rocks.”
- Friends will be hosting an Olympics themed activity on the lawn during Old Home Day.
- Volunteer recognition event planning: Date is selected, will order in pizza for ~35 people, and order small token gift to be paid for out of Endowment, targeting \$200 in total expenses. Token gift will be from a local supplier, e.g., handmade chocolates. Abby will confirm attendance before ordering.

4. Review Town Meeting results

- No questions from the audience on Library topics

5. Review director's goals and action plan

- Abby is checking the librarian blog every morning. It helps that facilities are now in good shape. She is holding more 1:1 meetings since team meetings are difficult to convene.
- Dealings with Town Hall have improved. Last two payroll cycles have processed with no incident. Submitting invoices and duplicate requests for payment remain as opportunities for improvement.

6. New business—None

Next meeting June 22, 10 am

11:14 am-Adjournment

Documents reviewed this meeting:

- Agenda
- Minutes from 4/13
- Follow up on Steps to Rectify Concerns