

MINUTES OF THE GLEASON PUBLIC LIBRARY TRUSTEES JULY 20, 2018, 10 AM, QUIET STUDY ROOM

10:01 am-call to order by Priscilla Stevens

Attending: Steve Golson, Priscilla Stevens, Christine Stevens, Martha Feeney-Patten. Christine dialing in

1. Approve minutes
2. Interim Director's report
 - Spent 97 percent of our budget in the last fiscal year
 - We were overrun on some items, underrun on others
 - Martha will analyze individual line items to develop target budgets for each dept
 - Facilities: Birch tree is outgrowing its space. Steve recommends GreenHow for moving bees.
 - Storytelling service did not stick to pirate theme, which elicited complaints from some parents. Nicole will relay feedback to the vendor.
 - Martha will follow up with Friends and staff on specifics for Halloween programming.
 - All public computers have been replaced. The old ones were six years old. Martha will disposition old computers within town first then to general public.
 - Circ stats show downward trend; electronic Circ is up.
 - New questions on security
 - Reviewed June 2018 budget. HVAC expenses are down, Children's Desk running heavy.
3. Discuss interview procedures for position of Library Director
 - No distinction between internal and external candidates. We must treat all candidates as viable— we do not consider internal first and external second. We should broaden our search, widen the net until notionally mid August.
 - We will advertise for 2 weeks, applications are due Aug 6. Eight people on search committee.
 - Committee identifies top candidates for trustees to interview.
 - Priscilla will send out meeting notice for search committee to meet Aug 9 or 10.
 - Interviews will take place Aug 13-17.
 - Interview questions need to be refined to eliminate redundancy. Christine will consolidate to ten questions giving weight to what the search committee wants to know since they know what's needed. Work in questions from last year.
2. New business
 - Next meeting Aug 31, 10 am
3. Adjournment
 - 11:01 am-Adjournment of meeting

Documents reviewed this meeting:

- Agenda
- Minutes from 6/22
- Director's Report