

MEETING OF THE TRUSTEES OF GLEASON PUBLIC LIBRARY  
AUGUST 31, 2018, 10 a.m.  
Quiet Study Room, Gleason Public Library

AGENDA

10:02 am-call to order by Priscilla Stevens

Attending: Steve Golson, Priscilla Stevens, Christine Stevens, Martha Feeney-Patten, Cynthia Sorn

1. Approved minutes of Aug 10 meeting
  - Minutes from Aug 14 and 31 meetings to be sent today
  - Welcome to new director Martha Feeney-Patten
2. Director's Report
  - Martha to issue correction on Children's Books budget
  - Martha will obtain quotes for pavers to be installed as a gapfiller for the front walk, which has been damaged by tree roots. The current concrete presents a safety hazard and will be repaired in full when the parking lot is repaved in the next couple of years.
  - Carpets have been cleaned but needs to be replaced due to buckling, which presents safety hazards. We have budget that expires in 1.5 years.
  - Martha is meeting with staff to gather ideas for space remodel. Martha will write a letter to the Mosquito editor soliciting advisory services from local professionals, especially for specialty topics like acoustics.
3. Approve job description for Assistant Director and discuss action plan
  - Martha drafted a job description, based largely on the previous description, with only minor tweaks. The trustees approved the description as written, which now move to Tim Goddard for approval before being posted internal/external.
4. Review and approve Special Collections Policy
  - Policy approved as written with two small tweaks:
    1. Checks should be made payable to GPL Endowment.
    2. More in-depth research requests can be accommodated.
5. Other new business
  - None
6. Housekeeping: determine next meeting date
  - Next meeting: Sept 28, 10 am
  - Endowment meeting Oct 9, exact time TBD
7. Adjourn at 11 am