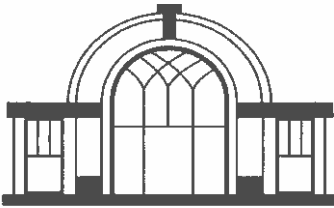


Meeting date: January 9, 2020
Meeting location: Hollis Room, Gleason Public Library

Present: Dale Joachim, Christine Stevens, Karen Gettings, Martha Feeney-Patten, Barbara Arnold (BOS), and Ginny Lamere (FoGPL)

1. Meeting called to order at 7:03PM.
2. December minutes were approved.
3. Director's Report (See January Report)
 - a. Budget still on track.
 - b. Guideline budget provided by Finance Committee is as expected, about the same as current with cost of life increase.
 - c. Carpet replacement is on schedule. Should finish tomorrow (Friday, January 10, 2020).
 - d. Rooftop ventilation is working in a manual/temporary basis.
 - e. Librarian Tahleen Shamlian started maternity leave today.
 - i. John Toothaker was hired to cover 3 days/week while Tahleen on leave (14 weeks). Other staff will cover the additional hours. He starts training tomorrow (Friday, January 10, 2020).
4. Discussion with Barney Arnold from BOS about employee parental leave benefits given the upcoming Massachusetts Family and Medical Leave Act. Arnold will reach back to BOS about any updates regarding its implementation.
5. Presentation of strategic plan to BOS on January 14
 - a. Martha presented the material to be shown at BOS meeting with strategic plan 2021-2025 (see supporting material).
6. New items
 - a. Look ahead to 2020-2021

- i. 2021 is the 125th Anniversary of Gleason Public Library. It may be a good opportunity for a major fundraiser.
 - b. Next Trustees meeting date: February 6, 2020.
 - c. March Trustees meeting date was set to March 10, 2020, to coincide with GPL endowment meeting. Trustee meeting will be at 7PM and endowment meeting at 8PM.
7. Meeting adjourned at 8:13pm.



Thursday, January 9, 2020
 To: Library Trustees
 From: Martha Feeney-Patten
 Re: January 2020 Director's Report

Gleason Public Library

FY20 Budget - ~48% of fiscal year remaining

Operating Accounts			
Account #	Account Name	Remaining	% Remaining
Library Accounts			
01610 51120	Wages	228,365.13	51.78%
01610 52400	Automation	1,089.00	3.95%
01610 53100	Training & Meetings	688.88	72.51%
01610 54200	Office Supplies	2,152.09	53.80%
01610 58500	Books	16,595.09	58.23%
01610 55101	Teen Books	2,224.00	55.60%
01610 55102	Children's Books	11,851.24	79.01%
01610 55103	Digital	15,439.00	60.55%
01610 55120	Audio	6,625.77	60.23%
01610 55131	Visual	4,687.09	52.08%
01610 55132	Periodicals	2,143.84	30.63%
01610 55140	Additional Equipment	247.34	43.39%
01610 55822	Programs & Outreach	800.60	40.03%
Building Accounts			
01611 51120	Custodial	16,901.61	47.82%
01611 54300	Repair & Maint.	2,768.79	12.59%
01611 54500	Supplies	1,715.06	46.35%
	TOTAL	314,271.64	49.32%

Capital Accounts -- no change			
Account #	Account Name	FY20 Start	Remaining
01612 58574	Technology Upgrades	7,696.86	7,696.86
01612 58575	Carpet replacement	80,000.00	80,000.00
01612 58577	Misc. Maintenance	595.00	595.00
01612 58584	Repairs/Service	10,000.00	10,000.00
01612 58500	Additional Equipment	1,351.78	1,351.78

Other Accounts				
Account #	Account Name	FY20 Start	Details	Remaining
19306 -----	State Aid	\$28,659.45	(+) state deposit (-) Page wages, hotspot, classified ad	\$29,974.82
19347 -----	Grants	\$28,523.19	(-) wages, archival supplies, storage, framing, software	\$21,536.35
19320 -----	Gifts	\$7,943.99	(+/-) assisted listening devices per COA grant, Garden Club donation for Butterfly House passes	\$8,197.14

Budget

- We remain on track at the midpoint of the fiscal year.
- Finance Committee issued a guideline budget for the Library with no change from the current fiscal year other than cost-of-living and longevity increases for staff wages. Board of Selectmen have not set COLA amount yet – if 2%, budget should meet state MAR requirement; if not, Finance Committee will adjust our budget to meet MAR.

Building

- **Carpet replacement:** on schedule for installation January 6th through 10th. We have communicated through a number of channels to make people aware that public computers will not be available Monday and Tuesday, and that other areas will be closed off over the course of the week.
- **Rooftop Ventilation Unit:** This system is intended to circulate fresh outside air through the building; it has not worked since a power outage in January 2016. Steve Bastek and Bill Riso have succeeded in getting it running again for limited use – staff can turn it on manually with a timer. This will be particularly helpful during larger programs in the Hollis Room, which have been getting stuffy, and during the carpet replacement process. The unit is still in need of replacement (part of the MFC warrant article for Town Meeting), but it's a huge improvement to have some use of it in the meantime.

Personnel

- **Library Assistant:** Kathleen Taffel and Marie Rice have both started and are learning quickly – welcome to our two newest staff members!
- **Staff leave coverage:** Our finalist for the temporary coverage position for the teen librarian leave has accepted our offer; employment paperwork in progress.
- We had a **staff holiday potluck** in December – thank you to Kathy for hosting!
- **Annual performance reviews** for staff members to be conducted this month; the new strategic plan will help provide a framework for goal-setting.

Events

- **Storytimes** will begin later this month after the carpet project is completed. The winter schedule includes “Story Adventures” for ages 3 to 6 in a new Wednesday timeslot, and “Little Wiggles” for 0 to 3 in our traditional Thursday morning timeslot.
- **Art at the Gleason** has a new exhibit scheduled for installation on January 15, with an evening reception on January 31. Featured artists: Liz Cardoso, Gigi De Manio, and Melissa Mariano.
- **Cookbook Club** will meet again in their new Saturday timeslot on January 18, with the theme of “Cooking for Health and Happiness.”
- **February Vacation** program planning is in progress; potential programs include therapy dogs, kindness cards, and a family movie.

Services

- MVLC libraries have unanimously agreed to a **boycott of new purchases of Macmillan ebooks** for our shared Overdrive collection. MVLC staff and the executive committee of library directors are preparing materials for communicating with patrons and stakeholders about this boycott; I will share more information as it becomes available, including communications for the Mosquito and the Friends of the Library.
- **Mobile App:** Soft launch coming soon; MVLC will provide marketing materials for full launch. Once live, it will be available in the app store as “MVLC Mobile”, but should come up if people search for Gleason Library as well.

WHAT DOES THE LIBRARY OF 2025 LOOK LIKE?

- Physical space for community gathering, solo and group work, and reading and learning
- A partner in education
- Meets people when and where they need us
- Low environmental impact
- And a place where reading is celebrated!



CELEBRATE READING!

- Celebrate the Library's 125th anniversary in 2021
- Host new book-related programs including a "Silent Book Club" for adults, a local author festival, and special events such as an escape room or mystery night
- Offer personalized reading recommendations services for all ages
- Offer tours of the library for new cardholders and create a "first library card" celebration routine for children
- Expand collections of in-demand items in print and electronic formats
- Capture and share reader recommendations from library users



SUSTAINABILITY

- Improve bicycle parking and support bike-sharing
- Consider staff shower facilities
- Refresh outdoor space and consider additional outdoor seating to make the library more inviting for pedestrians
- Install EV charging station when parking lot is repaved
- Work with Carlisle Energy Task Force to identify potential green improvements and funding opportunities
- Support efforts by local residents and organizations to respond to and prepare for climate change and other environmental concerns through displays, programs, and meeting room use



AVAILABILITY AND ACCESSIBILITY

- Update the library's website
- Investigate self-service pickup for holds and museum passes outside of library hours
- Create map of library sections and update library signage
- Mail library information to new residents
- Update branding materials, including logo and marketing templates
- Offer programs for all ages during evening or weekend hours



LIFELONG LEARNING

- Develop and explore expanding partnership opportunities with Carlisle School and area universities and businesses
- Offer space for small group work and collaboration
- Expand and promote “Library of Things” collection, including maker items
- Maintain public access to Gettysburg collection and other historic artifacts through online database, exhibits at library and other local venues, and school visits
- Expand non-English-language and language learning collections
- Identify products and staff training opportunities to provide better service to people with disabilities, and apply for LSTA “Access for All” grant



SPACE

- Conduct a formal study of the library's interior space, investigating options to:
 - Create a more contained teen area that can be supervised easily
 - Evaluate location and structure of staff service desks
 - Investigate possibilities for adding more private workspaces
- Have acoustics professionally evaluated
- Study options for expanding and repaving parking lot
- Work with Municipal Facilities Committee and Town Facilities Manager to fund and implement building maintenance needs

GOALS

1. **SPACE:** Library users find a welcoming physical space that meets their needs for quiet focus, community gathering, work, and learning.
2. **LIFELONG LEARNING:** The library is a center of collaborative education in the community.
3. **AVAILABILITY/ACCESSIBILITY:** The library's programs and resources are available when and where people need them. Information on library services is easily accessible to all users.
4. **SUSTAINABILITY:** The library fosters environmental sustainability in Carlisle.
5. **CELEBRATE READING!**



VISION STATEMENT

The Gleason Public Library will be a vibrant and vital community center where people across the generations can explore passions, interests, and learning experiences.



MISSION STATEMENT

The Gleason Public Library facilitates lifelong learning and growth for all community members through free access to materials and services; collaborative partnerships; and opportunities to engage and learn from one another.



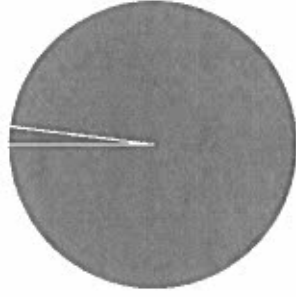
PLANNING PROCESS

- Committee + Facilitator
- Library Staff + Trustees
- Survey Data
- Library Research + Trends



GLEASON PUBLIC LIBRARY: FY2019 FACTS & FIGURES

Library budget
= \$626,269,
2% of total
town budget



100,449 check-outs
3000 reference questions
answered
40,000 uses of public PCs and wifi
400 meeting room uses

19 checkouts/resident
14 visits/resident

Value of services provided:
\$1,488,339, or a ROI of
\$2.38 per town \$ spent

- 18 employees: 4 full-time, 14 part-time, 8 with graduate degrees in Library Science
- 60 volunteers and senior tax workers contributed over 1300 hours of work

GLEASON PUBLIC LIBRARY

2021-2025 STRATEGIC
PLAN

