

MEETING MINUTES OF THE TRUSTEES OF GLEASON PUBLIC LIBRARY  
JANUARY 18, 2019, 10 a.m.  
Quiet Study Room, Gleason Public Library

10:03 am-call to order by Priscilla Stevens

Attending: Steve Golson, Priscilla Stevens, Christine Stevens, Martha Feeney-Patten, Jennifer Pike

1. Approved minutes of previous meeting
2. Director's report
  - a) 46% of the year remaining, and 47% of the budget remaining, so largely on track
  - b) We received budget guidance, including about \$1200 for the programming line item
  - c) Report to the town due in late Feb. Martha will have draft ready for review at our next meeting.
  - d) Martha has a quote for \$75 per visit from a local service to shovel and sand the walkways in advance of snow storms. See attached quote.
  - e) The theme for the summer reading program is Space. At least two presenters are already scheduled.
  - f) A 5-year strategic plan is due to the state by Oct 1. Martha will start drafting a plan with consultant Deb Hoadley to facilitate the process. Christine and Priscilla volunteered to participate, and Christine will solicit volunteer participants from the local Facebook parents page so that the strategic plan considers input from a diverse segment of the population
3. Building updates and needs
  - a) Mice were detected, most likely as a result of food being brought into the building
  - b) Jennifer resolved a small hiccup with our server, which operated off Windows 7. We have since upgraded to Windows 10
4. Ongoing business:
  - a) Interior space project updates
  - b) Budget proposal for FinCom
  - c) Wrap-up discussion on Programs and Outreach line item
5. New business: New well and proposal from BOH
  - a) Martha will consult a well company to identify options for possible well replacement.
  - b) Priscilla will obtain more information from the town health officer so that we can determine how best to fund both the consultant fees and the ultimate repair/replacement.
6. Housekeeping: Next meeting: Feb 15, 10 am, Quiet Study Room
7. Adjourned at 11:28 am

Attachments: agenda, approved minutes, director's report, snow service quote, MA Public Library Construction Program