

Committee Name: Gleason Public Library Trustees
Meeting date: August 10, 2023
Zoom meeting

Present: Karen Gettings, Christine Stevents, Kaitlin Waterson, Martha Feeney-Patten, Kate Reid, Karin Kliger

1. Call to order: 11:31 am
2. Director's report discussion
 - a. Budget is on track for the year.
 - b. Town is working on succession planning with the Collins Center at UMass. Survey sent to all town employees.
 - c. Building updates - new roof is nearly complete and did not leak during latest storms. Could we put solar panels on the roof? Initial estimate of \$100K to install them.
 - d. Ecard sign up is available. Soft launch as of now, but will publicize during National Library Card month in September. Any Massachusetts resident can sign up for one, and can come to the library to convert it to a physical card if they would like.
 - e. West Concord Junction Cultural District Tour - Martha attended a tour of the cultural district with State Rep. Simon Cataldo and Mass Cultural Council reps earlier this summer.
 - f. Programs and Community Outreach
 - i. Summer Reading program - terrific response; most programs are oversubscribed. August 26 is the deadline to turn in bingo sheets.
 - ii. Art at the Gleason - Summer exhibit is from Carlisle School students. Fall exhibit will feature paintings and sculptures with an opening reception September 29.
 - g. Staff goal setting - Town Administration and Select Board asked all employees to set goals this summer and review them at winter review meetings. Historically library employees have done both at the same time, but this new process will allow us to follow up on goals mid-year. Staff need to complete both in future years for an annual 1% step increase.
 - h. Usage and statistics - circulation numbers are similar to last year, but the number of people coming through the door is higher. Very few people are using curbside pick up anymore, which may account for the higher door count.
3. Discuss upcoming meeting with potential donor for climate change Library programming
 - a. Karen and Martha will meet with the potential donor on August 17. The donor is a Carlisle resident who wants our library to have programming related to climate change. Part of the library's role in town is to support sustainability, educate and facilitate programs. Could this initiative's scope be larger than just the town?
 - b. Is the donor able to support the library renovation as well? We do not have any additional staff space but that will change with the renovation. We need the donation before town meeting to show support for our CPA application.

- c. Donor wants to fund a new staff person to promote climate change initiative. This new staff person would apply through the town and report to Martha. Might work best to start with a part time person. Donor may be willing to underwrite benefits for a full time staff person. Need to define specific job description and requirements for the role.
4. Capital campaign fundraising updates and CPA application
- a. CPC confirmed receipt of our application for fall.
 - b. Fundraising
 - i. Beers and Brews - Christine has one brewery confirmed and is looking for a trivia company.
 - ii. Neighborhood events - September.
 - iii. Read-a-thon - good event for winter.
 - c. Updated budget - Martha will ask Schwartz Silver for an estimate for one.
 - d. Cultural Council - Martha is completing paperwork to receive those funds. Trustees can assist as necessary.
 - e. Network for Good - received an anonymous donation.
5. Taxes - waiting for final changes from accountant and will then file returns.
6. Next meeting date - September 14, 7 pm.
7. Meeting adjourned at 12:09 pm.

Minutes prepared by Kaitlin Waterson and approved on September 13, 2023.