

## **Gleason Memorial Library Minutes**

### **9/24/2024**

Michellia Wilson, Library Director  
Anna Eaton, Chair  
Kathryn McBride, Assistant Regional Director

Amanda Mansfield  
Mike Bennett  
Melissa Lawrence  
Amy Orr  
ABSENT  
None

The meeting was held at the Gleason Memorial Library. Anna called the meeting to order. Minutes were read by Amanda from previous meeting (July 23, 2024). Amy motioned to accept the minutes, with one correction (Regional Director was present at previous meeting), and the board approved.

#### **TREASURER REPORT**

A treasurer report was provided and discussed. Kathryn suggested getting the last two months' budget from now on, instead of the last month and current month. The county contribution of \$3,500 has not yet been reflected on the budget.

#### **REGIONAL REPORT**

- Disaster Plan. Approved
- TEL Training. Completed
- Electronic Circulation Percentage. Gleason Memorial Library's percentage of circulation that is electronic is 65%, which is a very high number. State and federal funds can be used to purchase electronic materials.
- MOE. Regional Director needs document (statement of deposit or budget) from city and county stating they have earmarked their contributions.
- Upcoming Dates. Discussed.
- Annual Documents. Discussed.

#### **LIBRARY DIRECTOR REPORT**

- E-Rate 486/472. Complete.
- YS Roundtable 8/22. Michellia attended.

- Public Library Survey (open lab) 9/3. Michella completed.
- Virtual Fiscal Help! Meeting 8/29. Michellia attended.
- Tech Plans Part 3 9/11. Michellia attended virtually.
- Hotspots are live and ready to be checked out. None checked out yet.
- Internet Safety Classes. Begin in October. 4 signed up.
- MOE. Working on this.

#### COMMITTEE REPORTS

None

#### COMMENTS FROM THE PUBLIC

None

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

- Computer User Policy. The board reviewed and discussed a paper computer user policy form that patrons will sign and that will be kept on file. A description of what the CIPA (Child Internet Protection Act) is was suggested to be added. Kathryn stated she can send a few bullet points on that to include. Kathryn noted that “Clean Slate” (which is what the Library has currently) is a free program that requires patrons to sign in, but only cleans the data after the computer is turned off and back on, not every time they log out. Another software program, “Deep Freeze” is available for purchase for about \$50 per computer, a one-time fee, that will have the Computer User Policy on the computers instead of paper forms, and it also does clean the data each time someone logs out of the computer, and there is a staff computer program available that will allow Michellia to log people out from her computer, if needed. The Tech Grant will cover this with a 50% match, but it will not be available until the next grant cycle in October 2025. The board will revisit this. Amy motioned to accept the written policy with the addition of the CIPA information to be added. The board approved.

- Open Board Positions. Bill Ellis has resigned due to other obligations. There are two openings, and Michellia stated that Hannah Johnson and Janet Breeden were interested. Mike motioned, and the board approved to nominate Hannah to take the position with a term ending June 2026 and Janet to take the position with a term ending June 2027. This will be on the next agenda for the City of Gleason Board meeting for approval.

- Fire Extinguishers. Michellia advised that both fire extinguishers have out-of-date certificates and need to be tested. In addition, one of the fire extinguishers is located behind the refrigerator and need to be moved. Michellia will contact the Mayor’s office to put the Library’s fire extinguishers on a check rotation and to have the one behind the refrigerator moved immediately.

- Preliminary Tech Plan. Completed and will be emailed to the Board for review prior to the next board meeting.

Mike motioned to adjourn, and the board approved. The next board meeting will be held November 19, 2024 at 5:30 PM at the Gleason Memorial Library.