

GLEASON MEMORIAL LIBRARY MINUTES

March 2, 2026

PRESENT

Sydney Lawrence, Director
Jenny Gillihan, Regional Director
Amy Orr, Chair

Mike Stafford, Treasurer
Amanda Mansfield, Secretary
Melissa Lawrence

Amy Lawrence
Alicia Verdell
Andi Owen

ABSENT

None

The meeting was held at the Gleason Memorial Library. Amy Orr called the meeting to order. Minutes from the previous meeting (December 1, 2025) were reviewed. Alicia made a motion to approve, Amy seconded, and the board approved.

TREASURER REPORT

A treasurer report was provided. Amy made a motion to approve, Alicia seconded, and the board approved.

LIBRARY DIRECTOR REPORT

- **Facebook Page.** Sydney is posting approximately twice per day.
- **Updates to Library.** Sydney has created displays for Author of the Month, Children's Author of the Month, and Page to Screen. She also created larger genre markers for the books and reorganized the Children's section.

REGIONAL REPORT

- **FY 25-26 Standards/Annual Documents.** Sydney is working with the Regional Library to complete these as needed.
- **Library Director Orientation.** Sydney is working with the Regional Library and the City. Board members are also encouraged to stop in as available.
- **Upcoming Dates.** New Trustee Virtual Orientation March 18. All Libraries Conference March 26, Sydney will attend, Amanda will be presenting on behalf of her employer.

COMMITTEE REPORTS

None

COMMENTS FROM THE PUBLIC

None

OLD BUSINESS

- **Website.** Sydney is working with the City, which has an outside firm handling the website, to gain admin access.
- **New Library Board Trustees.** Alicia Verdell and Andi Owen joined the Library Board of Trustees following approval from the City.
- **Hiring a Sub.** Sydney will hire Kathy Lawrence to fill in as needed.
- **Children's Department Review.** Sydney reviewed all the children's books to make sure they were in the correct place. She moved some that were more appropriate for the Young Adult section.

NEW BUSINESS

- **Regional Trainings.** Amy motioned that Kathy sub while Sydney attends trainings and conferences. Melissa seconded, and the board approved. If Kathy cannot sub, Sydney may close for the All Libraries Conference.
- **Purchases.** During discussion, the Board saw that the Children's section is in need of a rug, as is the front section of the library. The Children's section is also in need of some comfortable seating such as bean bags, chairs and/or tents with pillows. Sydney will create a list and present it to the board for approval.
- **Summer Reading Program.** During discussion, the Board discussed forming a Friends of the Library (501c3) group to handle donations, especially donations made for the Summer Reading Program so that available funds could roll over to the next year if needed. If a Friends of the Library group was not formed, the Board discussed the need to spend Summer Reading donations before the fiscal year ends.

The meeting was adjourned. The next board meeting will be held March 31st at 5:30 PM at the Gleason Memorial Library.