

GLEASON MEMORIAL LIBRARY MINUTES

March 31, 2026

PRESENT

Sydney Lawrence, Director
Jenny Gillihan, Regional Director
Amy Orr, Chair
Mike Stafford, Treasurer

Amanda Mansfield, Secretary
Amy Lawrence
Alicia Verdell

ABSENT

Melissa Lawrence
Andi Owen

The meeting was held at the Gleason Memorial Library. Amy Orr called the meeting to order. Minutes from the previous meeting (March 2, 2026) were reviewed. Alicia made a motion to approve, Amy L. seconded, and the board approved.

TREASURER REPORT

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

LIBRARY DIRECTOR REPORT

- **Books.** Sydney has ordered and cataloged books.
- **NWTN All Libraries Conference.** Sydne attended and met other directors.

REGIONAL REPORT

- **FY 25-26 Standards/Annual Documents.** Sydney will be updating long-range plan as soon as possible.
- **TEL User Updates.** TEL users now need a username and password. A flyer was given to Sydney to display.
- **TOP Grant.** Four digital literacy classes must be provided by June. Sydney will work to get these hosted by deadline.

COMMITTEE REPORTS

None

COMMENTS FROM THE PUBLIC

None

OLD BUSINESS

- **Website.** Sydney is working to gain admin access. Parts of the website have been updated.
- **Memorial Line Item.** Sydney provided information on purchasing two rugs and two bean bag chairs for the Children's section.

NEW BUSINESS

- **Fines.** Sydney talked to the board about discontinuing late fees for books, which is 10 cents per day and after the fees reach \$5, the patron is not allowed to check out books until that is taken care of. Amanda made a motion to discontinue late fees on books only, not technology, Amy L. seconded, and the board approved.
- **Shelving for Kitchen.** Sydney will be adding shelving to the kitchen area.
- **Hours.** Sydney talked to the board about altering the library's hours to be open on Saturdays. A trial period is necessary before any permanent changes are made. Mike made a motion for the library to open Saturday, April 11 and Saturday, May 9. During those weeks, the library will close on Monday, April 6 and Monday, April 4. The board will decide on a permanent change during its May 2026 meeting.

The meeting was adjourned. The next board meeting will be held May 26th at 5:30 PM at the Gleason Memorial Library.