

GLEASON MEMORIAL LIBRARY MINUTES

May 26, 2026

PRESENT

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

Mike Stafford, Treasurer
Amanda Mansfield, Secretary
Andi Owen

ABSENT

Melissa Lawrence
Alicia Verdell

The meeting was held at the Gleason Memorial Library. Amy Orr called the meeting to order. Minutes from the previous meeting (March 31, 2026) were reviewed. Mike made a motion to approve, Andi seconded, and the board approved.

TREASURER REPORT

A treasurer report was provided by Mike. Amanda made a motion to approve, Andi seconded, and the board approved.

LIBRARY DIRECTOR REPORT

- **Children's Area.** Sydney gave an update on décor, including a rug and bean bag chairs.
- **Tech Classes.** Sydne gave an update on technology classes, including attendance. Three of four have been completed.

REGIONAL REPORT

- **Long Range Plan.** Sydney will be updating long-range plan and have it ready for the next board meeting.
- **TOP Grant.** Discussed.
- **Tech Grant.** Sydney will work on a technology inventory to determine the need for a technology grant this year.
- **Upcoming Dates.** Discussed.

COMMITTEE REPORTS

None

COMMENTS FROM THE PUBLIC

None

OLD BUSINESS

- **Website.** The website has been updated.
- **Shelving.** Shelving has been installed, and the storage area has been cleaned and organized.
- **Saturday Hours.** Due to low attendance, Sydney will no longer open the library on Saturdays. Announcements will be made.

NEW BUSINESS

- **Summer Reading/Fundraising.** A donation letter has been drafted, and it was shared with the board. A breakdown of potential costs was shared with the board for activities. A spreadsheet will be shared with the board for fundraising purposes for giveaways and prizes.
- **Purchasing.** Sydney advised the board on book sale money and petty cash amounts. Sydney asked the board to pre-approve a general spending amount for supplies and give a specific amount to keep in petty cash. Mike motioned for \$100 to be kept in petty cash, in a locked box, and for a limit of \$250 to be available for purchases without board approval during a meeting, as long as that amount is available in the budget.

Amanda motioned for adjournment, Andi seconded, and the meeting was adjourned. The next board meeting will be held July 28th at 5:30 PM at the Gleason Memorial Library.