

Goodnow Library  
Board of Trustees

**Amended MINUTES**

Wednesday, December 7, 2011, 7:30PM  
Goodnow Library, Conference Room

*Present: Jill Browne (ch.), Phyllis Cullinane, Lily Gordon, Esmé Green (sec.), Carol Hull, Barbara Pryor*

*Absent: Robert Iuliano*

**Call to order and approval of minutes:** *the meeting was called to order at 7:35. A motion was made to approve the minutes of the last meeting. (Cullinane/Hull)*

Director's Report:

- **Financial:** there are no issues at this time. Most lines are close to 50% expended. In the salaries category, we have begun tracking "other" hours separately to get a clearer sense of how much we spend to cover sick, vacation and Saturday/Sunday hours.
- **FY13 Budget:** Departments have been asked to prepare three versions of the budget: no override, level service and department request. Esmé will attend a CIPC hearing on December 14 to present the request for a telephone system upgrade. Mark Thompson from Information Systems will attend to answer technical questions, and Esmé will focus on improvements to service and efficiency.
- **Building issues:**
  - the Masonry work on the historic section of the brickwork has been completed.
  - Jim Kelly and Art Richards (Building Department) toured the building together with Esmé to look at the condition of external and internal space. Their recommendation is that the gables need to be evaluated and repaired, as there is discoloration appearing on the outside brickwork below them. He also mentioned that the slate roof will need maintenance work in 2-3 years. The question came up as to what agency is financially responsible for maintenance and repairs. Esmé said she would look in to it and report back at the next meeting.

- **Staff Day:** this all-staff, all-day event was held on December 2 at the Carlisle Library. Amy Beaulieu from All One Health, the Town's Employee Assistance Program presented two seminars: managing change and creating a respectful workplace. Lunch from Fern's deli was generously provided by the Friends. During lunch, staff were encouraged to tour the library, and many took advantage of this. Some observations were that there was a lot of original art, that they offered Teen Karaoke, and that the renovation of that building was done at almost the same time as Goodnow. Esmé thanked the Trustees for approving the closing of the library for the day and supporting the professional development of library staff.

#### Trustees' Report:

- **Foundation update:**
  - Jill reported the resignation of Debbie Howell and Beth Quirk. Beth also serves on the Zoning Appeals Board and could not keep up with both that and the Foundation. Debbie offered to remain on the board until news of the Sudbury Foundation grant was received.
  - Barbara is working hard on getting the responsibility of the Civil War statue transferred from the Town to the Foundation, and coordinating details with Jack Bradshaw.
  - The Foundation board was considering hosting an Open House in January, but has decided against it. There just isn't time and there is no urgency, so it has been postponed. The board also decided on a new, slower timeline, due to several factors, including the need to replace Debbie and Beth and to fill out the Capital committee.
  - Debbie did say that we may be able to rely on her help in event planning or other projects.
  - For now, the focus is on continuing to fill out the board.

**Old business:** *none*

**Adjournment:** the meeting was adjourned at 8:55 pm. (Gordon/Pryor)

The next meeting is scheduled for Tuesday, January 3 at 7:30p.m.