

Goodnow Library
Board of Trustees

MINUTES

Tuesday, June 7, 2011, 7:30PM
Goodnow Library, Conference Room

Present: Jill Browne (ch.), Phyllis Cullinane, Esmé Green (sec.), Carol Hull, Robert Iuliano

Absent: Lily Gordon, Barbara Pryor

Call to order and approval of minutes: the meeting was called to order at 7:37p.m. A motion was made to approve the minutes as amended.

Director's Report:

- **Financial**
 - Review expenditures: spending is on target, with no foreseeable problems.
 - Trust Funds request for FY12: Esmé did not present a trust fund request budget, as the information on what was available was not ready. When it becomes available, she will send the budget request to the board via email.

- Friends: no report

- Personnel: update on Betsy's health and search for new Children's librarian. The job has been posted, applications have been coming in, and interviews are being scheduled. The search committee is made up of Esmé, Karen Tobin and Jenny Brannen, a teacher from the Haynes School, who has many years of library experience.

- Building:
 - **Brickwork damage:** Jim Kelly, the building inspector has reviewed the damage, spoken to the architect for the historic renovation and retained a mason to do the repair work before the weather changes.
 - **Other exterior work:** Bill Place from DPW came to look at several tasks I had for him, including taking down dead trees on the exit side, fixing crushed curbing and repairing a septic pipe . All of these items were completed. One other concern is the area outside the small meeting room, where the slope causes flooding in the basement during heavy rain. That work is scheduled to be done

over the summer.

- Other:
 - Esmé went over recent developments in the Open Meeting Law, where several elected boards were disciplined for not following the letter of the law sufficiently according to the Attorney General's office.
 - Esmé reported on the Town DH planning retreat, where the group discussed the items on the capital list and how the Selectmen should prioritize them.
 - The Children's Summer Reading will kick off on June 23 with a program presented by Heifer International, and conclude on August 12 with an African drumming demonstration.
 - Work on commemorating Betsy's 38 years as Children's Librarian by creating a cozy reading corner is underway.
 - Cleaning of memorial statue: Carol Hull asked Esmé to search for any records that would describe the cleaning and restoration process in detail. She will bring them to the next meeting, if possible.
 - Esmé presented a request for approval of a policy update on refunds for lost and paid material, such that patrons may not get a refund for items once they have been paid for, if the items are subsequently found. A motion was made, seconded, and voted unanimously.

Trustees' Report:

- The Trustees selected a new vice chair; Jill Browne nominated Bob Iuliano, Phyllis Cullinane seconded. So voted.
- Foundation: Jill Browne made a report on the committee's recruitment efforts.

New business:

- Received approval of FY12 Action Plan from Massachusetts Board of Library Commissioners, which means that the library's is considered "up to date" with its strategic plan, making it eligible for grants and other benefits for another year. A new Long Range Plan must be done for next year.
- There was a brief discussion about new services such as Freegal, and getting the word out to library patrons, in particular, younger constituents who are tech savvy and may not know that the library has free downloadable music, for example. Among the ideas for getting the word out was submitting news items to the "Forum," the L-S newspaper recruiting "Teen Ambassadors" to work with older or younger patrons as a community service opportunity.
- Esmé expressed the need to redesign the website. The way it currently is

set up, it is very difficult to highlight our services, programs and many offerings. In addition, with the Foundation beginning a fundraising campaign, it will need to develop a web presence that is associated with the library's website. Bob suggested that over the summer, Esmé scope out cost, technological challenges and present a concrete proposal to the board at the September meeting.

Adjournment: The meeting was adjourned at 8:47 pm. The next meeting is scheduled for Tuesday, September 6 at 7:30 pm.