

Goodnow Library
Board of Trustees

MINUTES

Wednesday May 4, 2011, 6:30 p.m.
Goodnow Library, Conference Room

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

Call to order and approval of minutes: the meeting was called to order at 6:45p.m. Motion to approve the minutes by Lily; Bob seconded.

Director's Report:

- Financial: update on current amounts remaining. Anna says it is an unusual year. Esmé handed out a report on the trust funds. The question of what the protocol is for requesting funds came up. Esmé to look at past meeting minutes for information.
- Friends: result of book sale, newsletter, will present budget request to them at next meeting—would like to change it up a bit—remove materials lines and move toward things that don't have a line item, or new things like Blu-ray.
- Personnel: Betsy's retirement is official as of June 29. Staff is working on creating a book nook in her name and purchasing books in her name--\$ to Anna by beginning of June. Will post her job within the next week and hope to have replacement by July 1.
- Building:
 - AC/heat switchover: ACT came out and checked out the system.
 - Dumpsters: Esmé threatened to report Paper Retriever to the BBB and they came and took the recycling dumpster away a few days later.
 - Spring cleaning: we have made arrangements for extra cleaning of the building: stripping and waxing floors, cleaning carpets, heavy cleaning of bathrooms. The money for it will come out of the Maintenance accounts. It is scheduled for early July.
- Logo: Susan Edwards, triple logo redesign. The idea was tabled for further thought. *[In the meantime, the Foundation has agreed to use Sue Gladstone's designer for a logo and other PR material. Also, the Friends are interested in having a logo designed for themselves]*
- Other:

- Esmé attended the annual MLA conference and shared some highlights.
- Landscaping. There is quite a bit of work needed to be done on the exterior of the building: dead trees, smashed curbing, landscaping. The board suggested contacting Bill Place. Phyllis will send Esmé here notes on the history of the library's landscaping.

Trustees' Report:

- Flagpole: Lily suggested the library install a flagpole. There was discussion about the different places it would go, maintenance, putting it up and taking it down, replacement, etc. In the end, the idea was tabled for later.
- Foundation: There was a brief update from Jill. They are working hard to get names, and assembling the capital campaign. They are having trouble coming up with a list of previous donors. She asked who of the Trustees would like to remain on the Foundation board. Lily and Phyllis opted out. Jill also met again with Marilyn at the Sudbury Foundation to talk about the March meeting. Basically, she said that they don't want our Foundation to have to start from scratch. Get the board assembled, we don't have to raise money right away, but rather, get promises of money. She felt better about the previous meeting and where we stood after this meeting.

Unfinished business:

- Civil War Memorial: Carol responded to Jack Bradshaw. She thanked him and suggested the money would be best placed with the Foundation. She will invite him to a future Foundation meeting.

New business:

- Defibrillator: Lily recommends the library have one on site. She offered to do the training. The cost is \$2K. There were some concerns that it would cause the staff anxiety, or that there could be legal ramifications if something went wrong.
- Email list for news: Esmé explored this after the meeting and discovered that the town already has one set up. Karen T. and Esmé have rights to send messages only. Currently, there are 134 subscribers. It would be nice to make better use of this tool.

Adjournment: The meeting adjourned at 8:00 p.m.

The next meeting will be at 7:30 on June 7.