

Goodnow Library
Board of Trustees

MINUTES

Tuesday, November 1, 2011, 7:30PM
Goodnow Library, Conference Room

***Call to order and approval of minutes:** the meeting was called to order at 7:32 p.m. The minutes were approved as corrected (Hull/luliano).*

- **Financial** Esmé didn't have the report at the time of the meeting, but planned to send a copy by email to the board. There was nothing out of the ordinary or problematic to report.
- **Halloween Storm:** Lily asked how the library held up in the storm. Esmé reported there was no damage, but lots of people looking for a clean, warm spot where they could recharge their phones and laptops. Lily requested that the minutes reflect her thanks to the entire staff for handling the extra people.
- **Website** Esmé updated the board on her collaboration with Mary Serr on developing a proposal for a website grant. Mary is putting together a user survey, which will go on the current website and in paper form around the library.
- **Upcoming holidays/hours** Esmé asked the Trustees to approve closing the library at 5 on the Wednesday before Thanksgiving. So voted.
- **Staff Day** Esmé updated the board on the planning for the Dec. 2 event. One goal for the event is to hold it offsite. The department heads are working on getting a speaker from the EAP to talk about managing change, building teamwork, customer service, etc., and another from a recent webinar staff participated in, on the topic of the future of libraries.. We will be asking Friends to pay for lunch and giveaways, and hope to include a "fun" component, either FISH! Program or a gaming competition.
- **Personnel** Esmé updated the board on current staffing.

- **Digitization Grant from the MBLC, administered by BPL (see attachments):** Karen T. is working with staff to apply for this grant. The current goal is digitizing our Yearbooks. The grant does not accept microfilm. We are pursuing other avenues for digitizing that collection.
- **Report on last Friends' meeting:** Jill and Barbara made a presentation on the status of the Foundation and suggested there be a Friends liaison.
- **The Public Library Association Annual Conference** is being held in March '12 in Philadelphia. Esmé asked the board about the history of sending staff. They felt it was important that the director attend.

Trustees' Report:

Foundation:

- The grant to the Sudbury Foundation will be resubmitted. That board will be looking at the application around December 15.
- The next immediate agenda item for the library foundation is to populate the Capital Committee. The board has two people already and a lot of names to pursue. The goal is to get the co-chairs in place by December 15.
- The board is also working on getting a letter to the Town for Bradshaw, officially transferring responsibility of maintaining the civil war statue to the Foundation. D. Pettit will deal directly with Bradshaw because of his financial background, and is working on a letter of response to his requirements.

Old business:

- **Flagpole:** the board accepted the offer of a flagpole donated by Hope Sudbury in commemoration of the 10th anniversary of September 11, 2001. A placement has been agreed upon and the purchase and installation will be handled by Hope Sudbury and Jody Klaback. The trustees suggested that we have a ceremony once it is installed, with opportunities for the "first person to raise the flag" and perhaps an essay contest. Look into coordinating events with the April 29 Open House.
- **Walling Map** *Jan Hardenbergh agrees to the terms of our letter, and plans to do the work in November.*

Adjournment: the meeting was adjourned at 8:42 p.m. (Hull/Pryor)