

Goodnow Library
Board of Trustees

Minutes

Tuesday, December 4, 2012 @ 7:30PM
Goodnow Library, Conference Room

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

Absent: Jill Browne

Call to order and approval of minutes: Bob called the meeting to order at 7:30 pm. A motion was made to accept the minutes of the November meeting. (Hull/Cullinane). So voted.

Director's report:

Financial: the latest financial report was presented. There were questions by the board about spending in juvenile DVDs, YA audio, and e-books in general. Esmé pointed out that some spending may not have shown up yet on the ledger, which could explain why spending may be slightly behind in some areas. With respect to questions about funding for e-books, the report presented by Esmé reflects municipal allocations, but there are additional sources for materials, and this is where most of the allocation for e-books resides. The Friends are providing \$7,000 for e-books this year. A complete material allocation report will be sent to the Trustees with these minutes.

Request to send Heather to ALA midwinter: Esmé asked the trustees to approve sending the Children's Librarian to the midwinter national library conference in Seattle. A motion to approve, with spending capped at \$1,000 was made (Pryor/Cullinane). So voted.

Security camera: The current system is very old, one of the monitors has broken and the VHS tapes used to record what is captured by the cameras have been long worn out. Esmé consulted with the police chief about whether or not replacing the system is recommended or necessary. Chief Glavin recommends having security cameras in the library and offered to send information on a system recently installed at the police station. However, while the technology available now is far better than what we have, it is also quite expensive. The group agreed that having security cameras was a good idea and that in the event the system was replaced that we keep the same number of cameras, keep the 1 week tape retention period and have a solid policy to go with it.

150th update: Esmé reported that the planning committee has developed a plan and timeline for the celebration. The committee has several strong members as well, and there is a good chance the L-S History department will participate in some piece of the sesquicentennial events.

Trustees' Report:

Foundation:

1. Barbara Pryor recommended that Helen Crary be appointed by the Trustees to the Foundation Board. (Gordon/Cullinane). So voted.
2. According the financial report from the Foundation Treasurer, the current net total is \$48,112.79, including a donation from TD Bank.
3. The Foundation wants to spend a small amount of the money raised at the Oct 20 event to show the community that their donations made an impact. They recommend purchasing two electronic touchscreens for the main floor. The trustees went over the procedure for approving expenditures, which is that the Foundation makes a recommendation and the Library Trustees vote to approve. The trustees agreed that Esmé should investigate options and pricing before voting to spend.
4. The Foundation would like to have an annual appeal/event, but something less work-intensive as the Oct 20 event. A wine tasting has been proposed, but no details have been finalized yet.

| <u>Detail Income</u> | |
|----------------------|------------------|
| Roche | \$ 12,500 |
| Donations | \$ 13,381 |
| Sponsors | \$ 9,834 |
| Tickets | \$ 11,400 |
| Auction | \$ 8,700 |
| TD Bank | \$ 2,500 |
| Libations | \$ 2,225 |
| Total Income | \$ 60,540 |

| <u>Detail Expense</u> | |
|-----------------------|------------------|
| Caterer | \$ 9,381 |
| Libations | \$ 1,977 |
| Credit Card Fees | \$ 543 |
| Insurance | \$ 466 |
| Liquor License | \$ 35 |
| Misc. | \$ 25 |
| Total Expense | \$ 12,427 |

New Business:

- **Personnel updates:** The Assistant Children's Librarian position has been advertised at 25 hours per week. There have been a few changes in staffing: Royce McGrath has found a full time job elsewhere and resigned. Christine Pier, who had only 4 hours per week has also resigned as a regular employee and transitioned to being a substitute. These changes, along with Barbara Gariepy's retirement, have opened up opportunities to hire up to three clerks for the circulation and children's departments. Those positions will be posted soon.

- **Other: logo presentation:** Esmé presented the 4 logo designs for the library. While the first one was liked best for its balance and simplicity, the group requested that some graphical element be added to the typographical design.

Old business:

- **Eagle scout stand:** The trustees responded to the request for a stand for the military album. It was agreed that it could not be accepted and a letter was sent to Maryanne Bilodeau, who acknowledged it graciously.

The meeting was adjourned at 8:55 p.m. (Hull//Gordon)

The next meeting is scheduled for Tuesday, January 8, 2013 at 7:30 pm.