

Goodnow Library  
Board of Trustees

**MINUTES**

Tuesday, January 3, 7:30PM  
Goodnow Library, Conference Room

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

*Absent: Phyllis Cullinane*

Call to order and approval of minutes: Jill called the meeting to order at 7:35pm. A motion was made to accept the minutes as amended (Hull/Browne). So voted.

Director's Report:

**Financial:** 46% of salary budget expended. Need to watch, as most vacation time will be coming up at end of fiscal year. Supervisors are asked to cover what they can themselves and limiting coverage requests.

**FY13 Capital Budget Request:** Request for telephone upgrade (\$20K) not guaranteed, but if we can add supplemental funds (\$8K), i.e. from the Friends, a vote to approve will be more likely.

**Annual Report:** Draft presented for comments. Will be emailed to board for further edits.

**Audit/Risk Management Assessment System (RAMS):** Sometime early in 2012, the Treasurer's office will be conducting a desk audit or internal review of library policies and practices, which is part of a larger RAMS that the town is working toward developing and implementing town-wide.

Trustees' Report:

**Foundation update:** There is good news to report. The Sudbury Foundation awarded the Goodnow Foundation a grant for another year, in the amount of \$34K. Several of the members of both Goodnow and Sudbury foundation boards, Sue Gladstone and Esmé will be meeting January 23<sup>rd</sup> to further discuss

the development of the GLF. Larry O'Brien has been invited to the next meeting. He knows a lot of people and has some names of people to contact. The main focus now is filling out the boards. An advisory committee is being considered, as it helps spread out the work among the board members. Jack Bradshaw has transferred 200 shares of stock to the Foundation, as well as a cash donation of \$1K. Still waiting for the letter of transfer from the town manager.

#### Old business:

- Who pays for building maintenance: according to Jim Kelly, the building inspector, the library does. There is a plan for hiring a full time, town facilities manager, who would oversee its own budget and assume responsibility for repairs and maintenance. Jim recommended that the library submit capital requests for FY15 for building repairs.
- Link on library website to Foundation website: Karen Tobin will add this to the webpage
- A question about trimming back the yew in front of the statue came up at the last meeting, as it is beginning to obscure the base of the statue. Esmé will look into who is responsible for that part of the gardening and ask them to cut back the bush.
- Figure out how to send link of newsletter to school publications: one resource is this link to morning announcements at LS:  
[http://lspo.org/web2/index.php?option=com\\_rsform&Itemid=67](http://lspo.org/web2/index.php?option=com_rsform&Itemid=67)
- Order wood file cabinet to replace blue steel one in Historical room: Esmé presented some options from the WB Mason catalog. Carol thought it should be something better and will look into finding an appropriate solution.

#### New business:

- Lily and Jill up for re-election
- Main entrance sign needs cleaning
- Esmé to follow up on questions from the financial report

**Adjournment:** the meeting was adjourned at 8:45 pm. (Iuliano/Pryor)

*The next meeting is scheduled for Tuesday, February 7 at 7:30pm.*