

Goodnow Library  
Board of Trustees

**Minutes**

Tuesday, May 1, 2012 at 7:30PM  
Goodnow Library, Conference Room

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

*Absent: Jill Browne (ch.), Carol Hull*

**Call to order and approval of minutes:** Bob called the meeting to order at 7:45 pm. A motion was made to accept the minutes (Gordon/Cullinane). So voted.

Director's Report:

- **Financial:** expenditures are moving along at an appropriate pace. The materials budget is almost spent down, which is what we like to see this time of year. Any extra funds in the utilities line can be used for Spring cleaning, exterior window washing, or a new sign for the front of the library. We will examine available funds and costs before making any decisions.
- **Long range plan status update:** the second of the planning meetings was held on 4/26/12. The focus of this meeting was to think about the direction the community is going in and to think about ways the library can impact those visions. The next step is to develop a survey. Esmé showed the board some of the surveys received from Snapshot Day (4/10/12) to see a sampling of the kind of feedback that is valuable to us in planning, such as suggestions for programming for different groups, patrons' experiences with the staff, etc.

Trustees' Report:

- **Annual appointments to the Foundation Board:** Barbara asked the trustees to select an annual date for making appointments to the Foundation Board. It was decided that it should coincide with the Trustees' terms, which turn over at the conclusion of Town Meeting in May. Therefore, appointments to the Foundation Board will annually be

decided at the June meeting of the Library Board of Trustees.

- **Foundation Report:** Barbara presented a draft of a Funding Form (**see attachment**), to be used as a mechanism to bring projects to the trustees for funding approval. In fact, the Foundation is already funding two projects 1.) the restoration of the Civil War Statue, and 2.) the landscaping around the statue. Bob recommended that the role of the Library Director be somehow represented on the form. Barbara will make the recommended changes. Two of the previous recommendations to the board have had to withdraw due to time constraints, Tom Biggins and Jody O'Malley.

Old business:

- **Policies:** The board voted to approve the following policies as amended: Library Bill of Rights, Confidentiality, Library Hours, Holiday closings, Storm closings, Parking lot, Petitions and Nomination papers. Acceptable behavior, and Safety of Children(**see attachment**) is tabled to the next meeting.
- **Keeping track of library artwork:** Phyllis has been working on this project and presented the group with a draft of a current list of art in the library. She and Esmé walked through last week to identify everything on the list and find items not listed. She is now working on filling out an Artifact Inventory Form (**see attachment**) for each piece.
- **Letter of agreement to loan Coleman Art:** Bob's letter has been sent to Middlesex and been signed and returned. The art handlers will be here to pick up the pieced on Tuesday, May 2. The paintings will be returned on or about May 20.

**Adjournment:** The meeting was adjourned at 9:05 pm. (Iuliano/Pryor)

*The next meeting is scheduled for Tuesday, June 5 at 7:30 pm.*