

Goodnow Library  
Board of Trustees

**Minutes**

Monday, December 2, 2013 @ 7:30PM  
Goodnow Library, Conference Room

**Present:** Lily Gordon, Esmé Green (sec.), Nancy Hershfield, Robert Iuliano, Barbara Pryor, Sarah Sogigian

**Absent:** Carol Hull (ch.)

**Guest:** Selectman, Leonard Simon, Library Liaison

**Call to order and approval of minutes:** Carol called the meeting to order at 7:31 pm. A motion was made to accept the minutes of the November 5, 2013 meeting as corrected. (Iuliano/Pryor). So voted.

Director's report:

**FY15 Budget:** Esmé presented the proposed budgets for FY15. There were three budgets, "No-Override," "Level Staff" and a "Department Request." See attached budget for details. Of note, in the "No-Override" scenario, the General Expenses and Utilities lines had to be cut to meet the not-to-exceed level (1.24% increase over previous year). In the "Level Staff" scenario the budget ended up being 5.7% over FY15. In the "Department Request" scenario, the library requested an increase of staffing for clerks and to make the Young Adult Librarian position full-time. Additionally, the library made the request to move the Utilities line to the Facilities department, as it is for most other town departments. Len Simon, Selectmen and guest offered several suggestions and to take a report back to the Board of Selectmen of our budget. He also suggested speaking to the Sustainability Committee regarding ways to reduce the library's utility costs. He also suggested the trustees and library director request time at a Selectmen's meeting to present the case for the budget. Bob made a motion to accept the three budget scenarios as presented. Seconded by Barbara. So voted.

**Website:** the website should be complete and launched by the New Year.

**Cleaning contract:** the bids are due for the new cleaning contract on Friday, December 13 at 5:00. Once the low bidder has been identified, the transition to the new company will take place on January 2, 2014.

**Policy update:** Esmé presented a revised Meeting Room policy for approval by the trustees. The significant changes have to do with pricing structure, and not with manner of use of the rooms. Bob made a motion to accept the new policy. Seconded by Barbara. So voted.

**News:**

- Esmé filled everyone in on the details of the theft of 4 of the library's iPads. The incident prompted an examination of library security. A security expert came to

spec out new cameras. The new police station and the schools are interested in pursuing an integrated system and the library hopes to be part of that system.

- Staff development day will be held on Friday, January 31. Marc Wey will be the presenter and will discuss customer service. In the afternoon, there will be table-talks on technology and digital literacy.
- Nancy and Sarah reported that they had attended a new trustee orientation presented by the MA Board of Library Commissioners. Nancy did not feel that it was personally very useful, as the presenters used too much library lingo and acronyms.

#### Trustees' Report:

##### **Foundation:**

- Barbara reported that there were 80 people at the Kevin Cullen event. It was considered a tremendous success by the Foundation board.
- They are working on the next grant to the Sudbury Foundation to fund staffing. They are seeking a three year grant, renewable annually for decreasing amounts, \$40K, \$35K, and \$30K respectively. The idea is that as the Foundation grows, it will rely less on the Sudbury Foundation. The grant seeks to demonstrate that the GLF has the capacity to accomplish this.
- The GLF is currently setting goals for 2014, which is important for both the GLF and the Sudbury Foundation.
- There will be a meeting on Wednesday night (12/4) with the Friends regarding programming and ways to cooperate.
- The Foundation heard from two more individuals who wanted to know if the Children's renovation was complete and could they still give?
- An Open House to showcase the Children's project is set for Saturday, January 25, and we are hoping the Friends agree to co-sponsor.

New Business: **none**

Old business:

**Plaque/naming policy:** Sarah and Esmé pulled together some policies from other libraries for everyone to peruse. We will discuss further at the January meeting.

**Adjournment:** The motion to adjourn (Sogigian/Hershfield), 9:14.

*Next meeting: January 7, 2014 at 7:30 p.m.*