

Goodnow Library
Board of Trustees

Corrected Minutes

Tuesday, February 5, 2013 @ 7:30PM
Goodnow Library, Conference Room

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

Absent: Jill Browne

Call to order and approval of minutes: Bob called the meeting to order at 7:35 pm. A motion was made to accept the minutes of the December meeting. (Gordon/Cullinane). So voted.

Director's report:

- **Annual Report:** presented to trustees. See attached. Bob questioned the math on the statistics, which were, in fact, incorrect. Esmé redid them and resubmitted corrected copies to the Town and Trustees.
- **Budget:** FY14 requests were submitted in December. There were two scenarios prepared: zero growth, and level/rollup. A cost of living increase was pre-calculated in the salary line, requiring cut backs in other areas to meet the zero growth scenario. In that scenario, the library zeroed out general expenses and underfunded other critical areas. Fortunately, the level/roll up scenario was accepted by the Town manager. While there was no allowance for growth, with the exception of the cost of living increase, we have met the minimum requirements set by the Board of Library Commissioners to receive State Aid and remain certified.
- **Financial:** Esmé explained that the lag in spending in the Children's material line was due to issues we have been experiencing with our supplier. They have been resolved and spending has resumed.
- **Building:** no report
- **Revolving fund:** the board voted to approve use of The Meeting Room Revolving fund in the amount of \$10,500. See attached document. (Gordon/Cullinane). So voted
- **Emergency prep webinar:** after the events in Newtown, CT, Esmé and the

other library departments heads began seeking ways to address safety and emergency planning in the library. On February 28, there will be a staff meeting to hear the Sudbury Police Department speak on the topic and participate in a webinar designed for libraries. Esmé asked the trustees to approve a delayed opening of the library at 12:00. (Pryor/Cullinane). So voted.

- **Update on website:** Mark Thompson, Esmé and the designer have come to agreement on the process for the redesign. The trustees asked to be kept in the loop as the process moves forward. They want to see the design, and ask that we make sure to do usability testing with subjects of different ages and backgrounds.
- **Update on phone upgrade:** Mark Thompson has two new vendor proposals. He needs to get them to agree to the same pricing as the original vendor. He guarantees that the upgrade will be complete before or by the end of the fiscal year.
- **150th report:** Esmé updated the trustees on the current plans. The committee is focused on the kickoff event, an Open House on April 27, and special Friends concert and tea party on Sunday, April 28. Planning for a banner to hang on the library, a special logo, and funding are all underway.
- **Personnel:** the library has four new part time staff starting this month. Two circulation clerks will come in to replace two vacancies. Elizabeth Sobel is a local resident and parent. Gwenyth Swain was in our substitute pool. In the Children's department, another substitute, Amy Stimac, was hired as a regular employee. And at long last, Kathryn Liddle has been selected as our new Assistant Children's Librarian. That position was vacant since last July, and the staff is quite relieved to have the extra help. A welcome tea will be held for all four on Wednesday, February 13 at noon for any trustees who wish to attend.
- **Legislative Breakfasts:** Esmé handed out information about upcoming legislative breakfasts coming up in the area.

Trustees' Report:

- **Foundation:**
 - Barbara reported that the board had submitted a 3rd year request for a grant from the Sudbury Foundation to take them through 2013 and into 2014. They want to continue to build on what has been done already and keep the profile up of the GLF.
 - They are currently interviewing development directors and planning

- o a Fall wine-tasting event.
- o They are about to use data mining software to identify prospective major donors. Cindy Hall Kouré is donating \$4,000 worth of software value and the GLF is putting up \$400. The GLF can't afford to send mailings to every single house; it's too expensive. This software provides a sense of potential donors.
- o The CCC is working on further defining the four areas of funding, and working to come up with scenarios with price tags for each: technology, children's, community, and historical. They will take these scenarios with them when they are out talking to potential donors.
- o Over \$260,000 raised so far.
- o Working on a brochure

New Business:

Lily told the group about a call she got from Julie Kilmartin, who was sorting books in the back rooms of the library when it closed, resulting in her being locked in. Lily feels that the police should have a key. They had to call the fire department, who have a key in the Knox box and opened the door to let Julie out. Esmé brought up that there is an emergency exit that she could have used, but that there was not sufficient signage for Julie to be aware of it.

Old business:

Adjournment: The meeting was adjourned at 8:40 p.m. (Gordon/Iuliano)

Next meeting: March 5, 2012 at 7:30 p.m.