

Goodnow Library  
Board of Trustees

**Minutes-amended**

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

*Present: Jill Browne, Phyllis Cullinane, Lily Gordon , Esmé Green (sec.), Carol Hull, Barbara Pryor*

*Absent: Robert Iuliano (ch.)*

**Call to order and approval of minutes:** Bob called the meeting to order at 7:35 pm. There was a minor correction of Cindy Hall Koure's name. A motion was made to accept the minutes of the February meeting as corrected. (Hull/Cullinane). So voted.

Director's report:

- **Financial:** the latest financial report of the operating budget was presented. It was noted that indicating the percentage of the way through the fiscal year was helpful. Esmé reported that the Accounting department had come to audit the library and that it had gone very well, due to excellent internal control procedures. Credit goes to Anna Roughsedge, business coordinator.
- **Building:** Esmé reported that Jim Kelly, Facilities manager has been helpful with snow removal so far this season. The Library is extremely grateful for this interdepartmental support.
- **Personnel:** Young Adult Librarian, Krista Armstrong-Moon has indicated that she would like to step down from her position and reduce her hours. This opens up the Young Adult position, one of the few benefitted positions in the library. Esmé will begin the recruitment process with Town Hall. Barbara Palmieri gave her notice. That position will also be posted and filled.
- **Report on staff safety meeting:** Lieutenant Nix of the Sudbury Police Department led an informational program for all staff on Feb. 28. He went through the various threat scenarios that they respond to and how the library staff should respond in each. While difficult, the feedback was that everyone appreciated the information they received, as well as the opportunity to create a personal connection with someone from the police department.
- **Update on website:** Esmé reported that the terms of the contract were

agreed upon by the town and the designer and the contract had been signed. Robert Levers, of Levers Design has already written a creative brief and will use that, in addition to information received from a questionnaire and meetings with staff to create a site map for review. The question of whether the Foundation could have a page on the library's site came up.

- **Update on Strategic Planning:** Esmé had started working on the plan in late 2011, as the current plan was expiring. She subsequently was told by the Board of Library Commissioners that new directors have a two year grace period to complete a SP without losing the benefit of being eligible for LSTA grants. As a result, Esmé was able to use Staff Development Day to invite in an advisor, who took the staff through several exercises, which will become pieces of the new plan. It will be due this September. It was suggested that postcards with a link to the community survey be sent out to 1 in 10 households before the end of the school year.
- Other:
  - **150<sup>th</sup>:** Esmé updated the group on the planning for the 150<sup>th</sup>. Funding is coming from the Friends (\$1,000), the Foundation (\$1,500) and several donations.
  - **Name badges:** Esmé reported that she was finally able to obtain name badges for the staff that were reasonably priced and interchangeable. They also have the new library logo on them!

#### Trustees' Report:

- Foundation:
  - The board voted to hire Samantha Greenfield, pending grant approval from the Sudbury Foundation. They expect to hear back about the grant on March 13.
  - The board received the results of the Wealth Engine. A meeting is scheduled for March 14 on how to interpret the information on the spreadsheet.
  - The group is working on putting together pricing and information packets for the four funding areas.

New Business: none

Old business:

- Business partnerships-tabled

***Adjournment: The meeting was adjourned at 9:00 p.m. (Pryor/Cullinane)***

*Next meeting: April 2, 2012 at 7:30 p.m.*