

Goodnow Library
Board of Trustees

Minutes

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

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

Call to order and approval of minutes: Carol called the meeting to order at 7:37 pm. A motion was made to accept the minutes of the October 1, 2013 meeting, as corrected. (Gordon/Sogigian). So voted.

Director's report:

Budget: The instructions for preparing the FY15 Budget were received at the library on Friday, November 1. We are required to submit two budgets, a zero override not to exceed 1.24% and a level staff rollup. The budget is due December 2.

Building: due to problems with the current cleaning company, the library will be going out to bid for a new contract.

Personnel: pleased to report that Amy Stimac has been appointed the Assistant Head of the Children's Department.

Website: the website team spent a good deal of time reworking the navigation so that it works better for the information we need to include. We are planning on testing the effectiveness of the new navigation on some people unfamiliar with the site. Sarah suggested a celebration event when the site is launched, as well as other publicity such as a press release.

Policy update: The department heads reworked the circulation loan periods and fines document to make it simpler and easier to understand. This was taken up now, as it will be part of the information presented on the website. Bob made a motion to accept the new policy. Seconded by Lily. So voted.

News: the MA Board of Library Commissioners voted to approve the library's 2014-17 strategic plan.

Trustees' Report:

Foundation:

- Barbara asked that the current Foundation board members Helen Crary, Steve Ziobrowski, herself, David Pettit, Katey DeTraglia, and Kim Ogden, be reappointed by the library board. The motion was thus made by Bob, seconded by Lily. So voted.
- The wine tasting event raised approximately \$34,981(net).
- Foundation received confirmation of another \$100K from the Litowitz family

foundation. The foundation board voted to put \$100 of the total amount of \$130K given by the Litowitz's into endowment. Dave Pettit will form an investment committee with two others.

- Reminder that the Kevin Cullen event is Thursday, November 21 at 7pm.
- There is an ongoing discussion between the Friends and the Foundation about the parameters of each group to doing programming.

New Business:

- **Plaque/naming policy:** Esmé and Sarah will work on this
- **Art inventory/gift policy:** tabled
- **Change date of December meeting to include Len Simon, liaison to BOS:** new date is Monday, December 2 at 7:30. Esmé will confirm that Mr. Simon is able to attend.

Old business:

- **Liaison appointments:** Barbara agreed to the Foundation liaison; Sarah agreed to be Friends liaison.
- **Status report on establishment of Lopater Fund:** with the BOS having accepted the donation on 10/22/13, and the Accounting department having set up an account, the library is now able to spend the \$10K at a rate of \$1K/yr.
- **Dunkin Donuts path:** Jody Kablack, the town planner, has attempted to contact DD about this, but has not heard back. Nancy has contacts at DD and will send them to Esmé to pass on to Jody.
- **Shed/snow blower/snow removal:** no update
- **Magazine rack:** Barbara and Esmé will set up a time to look for alternative space for the rack.

Adjournment: The motion to adjourn (Hershfield/Sogigian), 9:35.

Next meeting: December 2 at 7:30 p.m.