

Goodnow Library  
Board of Trustees

**Minutes**

Tuesday, September 17, 2013 @ 7:30PM  
Goodnow Library, Conference Room

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

*Absent: 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 June meeting as corrected. (Iuliano/Gordon). So voted.

Director's report:

- **Fy14-17 Strategic Plan:** Esmé presented a draft of the SP. Due to a death in her family, the MBLC granted an extension. Trustees will look over the document and add their comments. The final plan will be voted on at the October meeting.
- **Budget:** the instructions for the capital and operating budgets have not yet been received, but should be coming shortly. Esmé went over the current budget spending. We are almost 25% into the current fiscal year. We are ahead of spending in Maintenance due to expenses for heating and cooling repairs. We also need the mixing valve on the boiler replaced, as well as some electrical work (ballast replacement). In the Automation line we are over-expended slightly. It is typical to spend most of that line at the beginning of the year on our Minuteman membership dues and online databases. In addition this year, we incurred some third party vendor costs associated with the website redesign. We will transfer the overdraft back into that line when we receive our trust funds.
- **Building**
  - **Storage shed:** Jim Kelly asked Esmé to suggest to the Trustees the purchase and placement of a storage shed behind the library. The motivation was to find a place to store a snow blower, gasoline and some of the Friend's items stored in the passage to the emergency exit, such as the sandwich boards, hoses and gardening equipment. There was a discussion of snow removal, cost, and placement. The trustees asked Esmé to have a follow up conversation with Jim about snow removal, and to find out what the cost would be to hire someone to do the sidewalk snow removal vs. the cost of a snow blower and shed. The topic will be revisited at the next meeting.

- **Children's room renovation/carpeting:** due to the convergence of several factors, including a large donation and financial support from the Facilities department, a plan to re-carpet and paint, and buy new furniture for the Children's Department was pursued over the summer. The project is on a very tight timeline, as it must be completed by the time the Foundation holds its fundraiser on October 19. The implementation schedule is the Children's Room closes from October 7-15. On the 7<sup>th</sup>, the books will be moved out of the department and put on rented carts in the large meeting room. On the 8<sup>th</sup>, Tucker Library Interiors will come and remove the shelving and furniture. On the 9<sup>th</sup>, the room will be painted. On the 10<sup>th</sup> and 11<sup>th</sup>, the carpet will be installed. On the 14<sup>th</sup>, Tucker will bring the furniture back in, reconfigured to the new floor plan. The staff will put the books back on the 15<sup>th</sup>, and the room will reopen on the 16<sup>th</sup>.
  - **Dunkin Donuts:** Esmé suggested that the trustees consider opening the foot path to Dunkin Donuts. In 2000 when the library first opened after the renovation, there was concern that DD customers would use the library parking space. Today, having a coffee to go is a typical part of everyday life and the library no longer prohibits eating and drinking in the library. Some of the trustees had concerns about this, but some supported the idea, so they asked Esmé to talk to the Town Planner about providing a plan that would be acceptable to the Library.
- **Personnel:** Kat Liddle has been appointed Children's Librarian. We have a new Young Adult Librarian, Megan Statza. Both will be invited to an upcoming trustees meeting to be introduced.
- **Website update:** the website structure has been built out. The designer has been working for most of the summer to integrate third party applications to the site, such as Library Insight, which has a museum pass and event calendar module. They also provide us with a way to offer patrons the option of reserving meeting rooms themselves. This will be a great service to offer and it should save staff time. The staff on the website committee must work on typing up all of the content. Once those pieces are complete, we will be able to launch.
- **Phone upgrade:** this project finally concluded in July when the new phones were installed, staff trained, and auto attendant hierarchy recorded. We did end up having to purchase additional desk phones, as the cordless phones were not the quality expected. Additionally, they operate from the wireless network, which was unable to support them. Esmé is working with the Information Systems department to upgrade the network building-wide.
- **Policy update:** no report
- **Donation from Lopater Foundation:** Esmé received a letter from Barbara Freedman Ward, trustee of the Hans and Mavis Lopater Foundation, indicating a one-time gift of \$10,000 to the Library for the purpose of purchasing books. The trustees unanimously voted to accept with gratitude. The donation must go through the Selectmen and an account set up by the Treasurer. Esmé will

coordinate the details.

- **Community Center:** David Levington visited Esmé in August to let her know that a funding request for a planning grant for a community center had been approved at the last Town Meeting. He asked if the library could be a participant in the center in some way, for example, by lending books. However, without additional financial support, both the Trustees and Esmé felt this kind of involvement would not be possible.

Trustees' Report:

**Liaison appointments:** Friends, schools, foundation, selectmen, town manager, and special interests: this item was tabled until the next meeting.

**Foundation:**

- **Gift approvals:**
  - A \$100,000 donation was made to the Foundation through a Fidelity Donor Advised Trust, to be spent in equal parts over 4 years, with the first \$25,000 being spent in the first year on the Children's Department. The Foundation needs the approval of the Trustees to expend the money. A motion was made to accept the donation. So voted. (Iuliano/Gordon).
  - The Foundation's Technology Committee recommends purchasing 4 iMac and a printer for the library. Barbara also asked the trustee to vote to accept. So voted. (Iuliano/Gordon)
- **Foundation Board Appointments:** Barbara asked that the Trustees vote to accept Kim Ogden to the board. She has worked with the Foundation in the past year, most notably with last year's very successful auction. She has an excellent background, having worked with Colin Anderson, another board member, at Bain Capital, and started her own non-profit, Agape, whose mission is to help Children in India with AIDS. So voted. (Iuliano/Pryor)

New Business: **none**

Old business: **none**

**Adjournment:** The motion to adjourn (Pryor/Gordon), 9:15.

*Next meeting: October 1 at 7:30 p.m.*