

Goodnow Library  
Board of Trustees

**AGENDA**

Tuesday, April 1, 2014 @ 7:30PM  
Goodnow Library, Conference Room

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

**Absent:** Robert Iuliano

**Call to order and approval of minutes:** Carol called the meeting to order at 7:35 pm. A motion was made to accept the minutes of the March meeting as corrected (Gordon/Pryor). So voted.

Guest: Karen Tobin, Assistant Director, was invited to attend the meeting to report on her attendance at the 2014 Public Library Association Conference in Indianapolis. She was unable to attend, but will send a report to the May meeting.

Director's report:

**Financial report:** Esmé gave a status report on the operations budget. Without any major maintenance costs, we will have enough to do the annual spring cleaning. Barbara asked for a clarification on what "tech supplies" are. Tech supplies are the labels, RFID tags, covers and other items needed to get books ready for the shelf after they are delivered from the supplier. The library does take advantage of pre-processing for some material, but there is still some that the staff manages.

**Facilities update:** Esmé met with Chief Nix, Jim Kelly and representatives from Lantel on April 1 to discuss specifications for installing a new security camera and key card access system at the library. Due to the long hours the library is open to the public and the few staff, the number of children and other factors, the library will be one of the first town buildings to receive this upgrade. The other building is the Flynn. The focus is on creating a town-wide vision, so that we are all connected and using the same system. This will improve security, streamline implementation, as well as save money. The plan is overarching, but will be implemented in stages so as not to create a large financial burden at one time. The Facilities, Police, Library and Town Manager's Office will all contribute financially to this first round of installation, and should be complete before the end of the fiscal year.

**Personnel:** The recommendation by the Town Manager to upgrade the Young Adult position to full time was voted down by the FinComm. On the other hand, the Bedford FinComm approved their library director's recommendation to upgrade their YA position. What this means for us is that our current YA Librarian will be leaving for Bedford at the end of June, and we will be looking for her replacement.

### **Policy approvals:**

- Gifts and Donations: approved with recommendations. (Gordon/Hershfield)
- Registration: approved with recommendations. (Pryor/Hershfield)
- Customer service: no motion. It was decided to rework the document completely.
- Medical response: approved with recommendations ((Gordon/Hershfield)
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**Request for patron information:** Esmé received a request from a legal firm to provide all identifying information relating to a library card issued by Goodnow. She contacted Legal Counsel, Minuteman, and Carol, Trustee Chair to verify that a subpoena was required before complying. Once received, she proffered the information requested.

**Ken Chasin painting:** Esmé presented a request to accept a small watercolor from resident Kenneth Chasin. A motion was made to accept the piece. (Sogigian/Gordon). So voted. A letter of thanks will be sent to the donor.

### Trustees' Report:

#### **Foundation:**

- Coffee: Barbara made a motion to accept the gift of a coffee station to the library. The coffee station is an experiment (dependent on popularity, ability to manage and its ability to pay for itself, and will be located on the second floor. Seconded by Sarah. So voted. It will be set up and ready for business on May 1.
- Upcoming events: "What's It Worth" will be held on 5/17. There will be a Middle School art show in June. The October event's theme is "Black & White and Red All Over" and will be held on 10/25. Save the date cards are being printed up now.
- CCC: Jen Hunt has joined the Capital Campaign Committee.
- Advisory Committee: has been assembled. Currently composed of Lee McGowan, Dan Flannigan and David Pettit.
- New board member: Barbara made a motion to appoint Paula Bentinck-Smith to the Goodnow Library Foundation board. Seconded by Nancy. So voted.

#### New Business:

- Friends: In response to Ingrid's message to Esmé through Lily that she return to attending meetings, the board voted that Ingrid contact Esmé directly to her and report on the outcome of the retreat and change going forward. (Gordon/Hershfield)

Old business: **none**

**Adjournment:** a motion to adjourn was made by Lily at 9:29. Seconded by Sarah. So moved.