

Goodnow Library
Board of Trustees

corrected Minutes

Tuesday, February 4, 2014 @ 7:30PM
Goodnow Library, Conference Room

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

Call to order and approval of minutes: Carol called the meeting to order at 7:42 pm. A motion was made to accept the minutes of the December 2, 2013 meeting. (Iuliano/Sogigian). So voted.

Director's report:

- **Budget meeting with Town Manager:** Esmé went over her budget meeting with the town manager, at which Carol and Anna Roughsedge both attended. The case for making the Young Adult position full-time was presented and received positively by the TM, however, she indicated that the money for the position would not be found in this budget cycle, but the outlook was good for the next one. Also, we successfully made the case of moving the library's utilities line out of the budget and into the Facilities department budget.
- **Annual report:** Esmé presented the 2013 annual report of the library to the board.
- **Staff Day:** this year's annual staff day was held on January 31. Marc Wey was the facilitator for the morning session and walked the staff through several exercises and scenarios having to do with customer service. In the afternoon, four supervisors held "Speed Dating with Technology" sessions in small groups, covering the new online calendar software, the e-book software, basic Microsoft Word and Facebook. Evaluations handed out afterwards were enthusiastic and positive, and staff cited the benefits of the technology lessons, as well as the opportunity to socialize with one another.
- **PLA-Karen Tobin:** Esmé asked for, and received the board's approval to send the assistant director to the semi-annual Public Library Association conference in Indianapolis.
- **Supporting the library and the library director:** There was a general discussion of how the board would ideally respond when the library or the library staff have been the subject of negative behavior. The board resolved that the director and/or staff should remove him/ herself from unproductive situations and that the board would support them in this.
- **Kindles:** Esmé was pleased to report progress on the implementation of loaning Kindles. A target launch date of April 1 has been set. 20 of the devices will be purchased; 10 with adult titles including new material, mysteries, Librarian's

Choice and new non-fiction. Five each will be used in the Children's and Young Adult departments. The collection development policy will be updated to reflect this new service.

- **Gift of artwork:** Esmé presented a request on behalf of staff member, Randy LeSage to purchase and/or collect artwork from local artists for the library. The board uniformly agreed that this was not part of the library's mission and the resources to manage such a program did not exist.
- **News:**
 - **Financial report:** the trustees requested that Esmé ask if the actual amount spent in utilities this fiscal year could be deducted from the new budget rather than the amount originally requested by the library before the line was transferred out.

Trustees' Report:

- Foundation:
 1. Barbara brought a request of the Foundation technology committee to purchase approximately \$7K toward:
 - 2 iMacs (\$1799 ea.)
 - Software (\$800)
 - Lojack (\$99ea.)
 - A 50" flat-screen TV (\$799) and rolling cart (\$499)
 - Apple TV device (\$99)
 - 4 iPad cases (\$29 ea.)

Barbara made a motion to accept the listed items. Nancy seconded. So moved.
 2. CIAC: In a conversation with Jim Kelly, he told Esmé that at more than one meeting of the Capital Improvement Advisory Committee, the question had come up "Why should we fund capital expenses for the library when they have a foundation?" As a result, Esmé and Barbara have made arrangements for the library to join an upcoming meeting to clarify the role of the GLF to the committee. The library director, a trustee and foundation board member will attend. Barbara will speak to the town manager before the meeting as well, so she is fully apprised of the situation.
 3. The GLF is planning several events for 2014 and Barbara listed them:
 - May: Antiques Appraisal
 - August: at the end of the Children's Summer Reading program, the GLF will host a decorated bike parade for kids
 - October: annual fundraiser will have a "Toppers" theme

4. In order to cover expenses related to the upkeep of the fish tank, an "Adopt-a-fish" program has been implemented where families or individuals pay \$100 to "adopt" the fish for one month. This will be publicized and there will be a sign on the tank indicating who the month's sponsor is.
5. On February 13 there will be a meeting of the Friends, Foundation and Library Director to continue the discussion of how best to communicate and work together effectively for the library.

New Business: none

Old business:

- **Magazine Rack:** Carol asked about the status of the magazine rack. Esmé reported that a new, small rack had been purchased and that it would be placed in the lobby on a trial basis. She reminded Carol that she agreed to manage volunteers to keep the area tidy and clear.

Adjournment: a motion to adjourn was made by Bob at 9:20. Seconded by Barbara. So moved.

Next meeting: March 4 at 7:30 p.m.