

Goodnow Library
Board of Trustees

Corrected Minutes

Wednesday, June 11, 2014 @ 7:30PM
Historical Room

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

Absent: *Lily Gordon*

Call to order and approval of minutes: Carol called the meeting to order at 7:30 pm. A motion was made to accept the minutes of the May 5, 2014 meeting. (Hershfield/Sogigian). So voted.

Director's report:

- **Financial report:**
 - Fiscal close: Esmé reported that at the time of the meeting all line items but materials are zeroed out. She has every expectation that the materials line will be spent by the end of the fiscal year. Regarding the salary line, the library was over budget by approximately \$4,000. Esmé has been speaking to the town manager about the situation, who is looking at other areas from where she might make a transfer. In her discussions with the town manager, there was a discussion of how and why the library went over budget, including the ways in which the library has changed over the past few years, the use of substitutes to cover sick and vacation time, the irregularity of payroll due to the number of part-time staff, and more. Esmé reported that ideas for cutting back will be discussed with library supervisors.
 - Plans for new fiscal year: Esmé explained some of her plans for the new fiscal year, starting with an examination of staff hours and hours of operation as a result of the FY14 shortfall. She outlined changes in the materials budget, including more funds for e-books and online resources, such as a resource called hoopla that offers streaming video, audio and music without the typical issues of loss and damage incurred by loaning DVDs, audiobooks and CDs. She also alerted the board that we should expect higher maintenance costs, as the building and systems are going on 15 years. Finally, she updated the board on her plans to make the website mobile-friendly.
 - Trust funds request: Esmé requested a vote on a maximum expenditure amount from the trust funds. Bob made a motion to authorized Esmé to request up to \$25,000 to be spent as to be determined at the September meeting. Seconded by Nancy. So voted.

- **Facilities:**
 - Security system upgrade: The agreement for the purchase and installation of a new surveillance system was recently signed by the town. The schedule for installation will be sent shortly and the work is expected to be completed before the end of summer. The board questioned who would be responsible for ongoing maintenance costs—the town or the library? There was a discussion of who will have access to the recorded images and what the board’s stance on privacy is. Esmé agreed to work on a policy to be presented at the next meeting.
 - Maintenance costs: As mentioned in the plans for the new fiscal year, as the building gets older, maintenance costs increase. We are experiencing chronic issues with the automatic doors, the elevators, lighting systems and heating and cooling. We recently added single stream recycling to the rubbish budget line.
- **Personnel:** The library is currently looking to fill the part-time professional Young Adult Librarian position. There are four good candidates lined up for interviews. The current YA librarian’s last day is June 27. We are hoping to have a replacement selected by July 1.
- **Multi-year needs assessment:** Barbara asked Esmé to put together a multi-year needs assessment for the library that the trustees could use to advocate for the library. Immediate concerns are staffing and the quality of the public computers.
- **Useful:** Referring to the multi-year needs assessment, Esmé presented a product developed specifically for libraries, called Useful. It is a Multiplatform desktop virtualization software that helps libraries streamline and manage PC deployments to power many computer stations. This system works by replacing the many physical computers traditionally needed to power many displays with low-cost, low-wattage zero client devices and a low-cost server appliance. Esmé and her staff are interested in moving to this type of system so that all patrons experience the same version of software, speed and updates. In addition, updates are managed by Useful and there is no need to shut computers down or turn off the virus protection to install them. In addition, the Children’s staff is looking for a solution to children pulling at wires on the towers or poking objects into the slots. Useful regulates costs, tracks usage and patrons can save work to the cloud. Esmé presented this to the GLF board as a possible technology purchase. Some of GLF board was interested and positive about Useful, but other members were concerned about the appropriateness of the Foundation supporting something the town has been historically responsible for. Bob asked if patron privacy was protected and if the company kept or used any patron information. Esmé would follow up with answers at the next meeting.
- **Welcome pack/corporate sponsorship:** Esmé asked for a discussion of corporate sponsorship to defray costs to a “Welcome Pack” brochure. The board was split and asked Esmé to bring samples from other libraries to the September meeting. It was also suggested a policy be written to define acceptable corporate sponsorship.

- **Esmé's annual review:** Nancy is writing up Esmé's evaluation and is going to be contacting Maureen about having a voice in the process.

Trustees' Report:

- **Foundation**
 - Barbara reported that 40 people attended the antiques appraisal day.
 - The Community Art show was a smashing success. Over 350 people came to view the art of elementary and middle school students.
 - The Save the Date cards have been mailed for the October gala.
 - There is a retreat scheduled to work on the strategic plan. Our own trustee, Sarah will be facilitating.
 - Dylan Remley, Jen Hunt and Peter Bentinck Smith have joined the capital campaign committee.
 - The Friends voted in June to completely fund the new book area renovation at a cost of \$40,500.
 - The Foundation received a \$10,000 donation from the Stansky's.
- **Vote for new chair:** Sarah nominated Nancy. Nancy nominated Sarah as vice chair. So voted.

New Business:

- Esmé presented a request for tuition reimbursement to be taken from the Goodnow fund for \$500. (Iuliano/Pryor). So voted.

Old business: none

Adjournment: a motion to adjourn was made by Sarah at 9:12pm. Seconded by Nancy. So moved.

Next meeting: September 2, 2014