

**Goodnow Library Trustee Meeting
Minutes
Tuesday, October 6, 2015**

Attendance: Sarah Sogigian (chair), Barbara Pryor, Robert Iuliano, Lily Gordon, Esmé Green, Marie Royea

Absent: Carol Hull

Motion to call the meeting to order by Sarah at 7:37pm.

Vote to approve minutes of the September 2, 2015 meeting with corrections: motion made by Bob to accept the minutes. Sarah 2nd. So voted.

I. Director's Report

Landscaping: Esmé reported that two of the three remaining trees have been removed from the Children's courtyard area. Barbara asked that the stumps also be ground. Esmé will speak with the Thursday garden club, who maintain that area, for tree recommendations to replace those taken out. Marie has contact info for the club that she will share with Esmé.

8:00 pm. Alice Levine, Friends President arrives to discuss plaque for Community Gathering Space:

Barbara gave an overview on the long process of installing the plaque, including questions about placement, size, wording, board turnover, summer, etc. but assured the group that there is a strong commitment to resolving all questions and bringing the process to a conclusion. Barbara recommended the following:

Sam will order plaque. Esmé and Sara will give Sam a list of potential companies who make brass plaques. The Goodnow Library Foundation will pay for the plaque. Sara Sogigian, chair of library trustees, and Alice Levine, president of The Friends, will work together if there are any further questions about the plaque.

A motion to approve the following was made by Bob and seconded by Marie. So voted.

- o Plaque language: Unchanged from previous discussion*
- o Plaque location: Far right corner of lobby area between the right window and wall*
- o Plaque material: Brass*
- o Plaque size: 11.5" x 11.5"*
- o Design: Match design of plaques from Build for the Future, i.e. black lines above and below text (see photo from library director)*

- *Type face: Similar to type face of plaques from Build for the Future*

Financial report, status of trusts, FY17 budget instructions: The Board of Selectmen approved trust fund expenditures. While FY17 budget instructions had not yet been received, Esmé reported that she had received preliminary inquiries from the interim town manager regarding budget needs and pressures for FY17. Of note:

- The library's FY16 budget is looking stable. The salary line looks good – Andrea did an excellent job dividing up the types of areas we pay from to help us track spending. Other lines: general expenses, library materials and automation have been flat for a few years so will be tight. Regarding FY17, those are the lines we will need to look at increasing. Automation continues to go up as more and more systems become automated. The library materials budget is required by state law to be 15% of the overall budget so will need a slight increase.
- New initiatives. Esmé is very grateful for the support of the FinCom and TM for the increases to our budget last year. The one initiative I would like to put in the pipeline is for an Archivist. In discussing it with the Trustees last night we realized that there are several departments in town who could also use the help of an Archivist for preserving, cataloging and making accessible the multitude of historic material in repositories around town. I would like to investigate the possibility of collaborating with the Historic Commission, Clerk's Office, Wayside Inn and Sudbury Foundation to share an Archivist position among us. The library recently received a small grant from the state historic records board to have a professional Archivist come in and assess our collection and make recommendations for moving forward. The library foundation is interested in supporting this effort financially and will volunteer help.
- The library had no grants in excess of \$50K, and no new costs or events anticipated for this FY or next.

Bylaw review: Esmé asked that the board carefully review the trustee bylaws for the November meeting and recommend any updates or edits.

Town Forum: Esmé informed the board about the upcoming town forum on November 9, which is themed "What's your vision of Sudbury's future?"

Policies:

- Book drops-revised: the trustees did not support the draft of the policy and recommended that adopting any new policy for the drive through book drop be held off unless significant issues with its use arose.
- Plaques/Naming: Esmé and Sarah will assemble a subcommittee to write up this policy and bring it to the board for review.

Visit by Kevin Kennedy regarding "Indian Ashes": Esmé reported that she had received a visit by Kevin Kennedy who was looking for information regarding a Native American skeleton that was displayed in the library at some time in the 1950s and then cremated.

He was seeking the ashes so they could be repatriated, or any information on their location that might be referred to in the trustee's minutes from that era. Esmé is looking for the minutes but could not locate them. Bob recommended that she seek town counsel's advice on what to do with Native American remains should the library be in possession of them.

MBLC Financial Report, signature of Chair: Esmé asked Sarah to sign the report so it could be returned to the MBLC.

II. Trustees Report

Sarah contacted Town Counsel after the September meeting to invite her to a trustees meeting. She did not receive a response. She did hear from the interim town manager that town counsel cannot attend trustee's meetings. The Selectmen have not made their decision public. The board asked Sarah to call the town counsel and ask for clarification about the Open Meeting Law. Motion to allow Sarah to call town counsel (Bob), seconded by Barbara. So voted.

III. Foundation Report:

Barbara reported that the Tinker Time gala will be held on October 24. A plan for renovating the Young Adult space has been prepared. A second annual appeal letter will be mailed out to all residents sometime in November. The implementation of the SHRAB report recommendations has been held up due to personal issues of staff—Brenda's mother passed away and Karen has had surgery.

IV. New Business:

- Board photo-tabled until November

V. Any other items not known 48 hours in advance of the meeting:

- Policy: Use of Young Adult space
- Policy: revision of Unattended Children

A motion to approve both policies with revision was made by Bob. Seconded by Lily. So voted.

VI. Adjournment: motion to adjourn made by Bob at 9:15. Seconded by Marie. So voted.

*Respectfully submitted,
Esmé Green, Library Director
November 3, 2015*