

Goodnow Library Board of Trustees

Minutes

Thursday, April 5, 2016, 7:00PM

Conference Room, Goodnow Library, 21 Concord Road

Attendance: Sarah Sogigian (chair), Esmé Green, Carol Hull, Robert Iuliano, Barbara Pryor, Marie Royea. **Absent:** Lily Gordon

Sarah called the meeting to *order at 7:10pm.*

Vote to approve the minutes of the March 1, 2016 meeting. Esmé reported that there was no quorum at the March meeting and therefore no meeting was conducted. However, Bob made a motion to vote the board's extreme appreciation for Carol's outstanding service to the library, and that the institution is much the better for it. Seconded by Barbara. Unanimously and enthusiastically voted.

Director's Report

Financial Report: spending levels are appropriate for the budget cycle

Facilities update on Second Floor Space Planning: Esmé reviewed the latest plans to reimagine the second floor. We have preliminary drawings of staff space, the teen room and a maker space. Esmé has requested plans for a new layout of the non-fiction and teen stacks from Tucker Library Interiors. The Foundation has an anonymous donor who has agreed to pay the construction costs of retrofitting the staff spaces, and maker space. Esmé and members of the Foundation have met with Jim Kelly the Facilities Director to catch him up on the plans so far.

Personnel: Esmé reported that there still has not been a decision regarding the replacement of the Teen Librarian, but that there are two finalists that are being presented to Human Resources now. Esmé also informed the board that the new town manager has instituted a policy of meeting all candidates before approving them for hire. This was a cause for concern to the board, who suggested Esmé request to be present during this interview.

Plaque/Naming policy draft for approval: Barbara and Esmé have been working on a draft that Sarah wrote up. It was then showed to Steve Ziobrowski, the treasurer (and a tax attorney) of the Foundation. He recommended that the policy be somewhat determined by past practice, and that a record of donors be kept in a register for the board to refer to in the future. Barbara and Esmé will meet again to revise the policy and present it for consideration at the May meeting.

Trustees Report

By law changes (vote): Bob made a motion to accept the by-laws as revised. Seconded by Barbara. So voted.

Update on authority of elected town boards in relation to that of the town manager: Bob met with Melissa who opined that this was much ado about nothing. She agreed that the board could go to town meeting to have the charter amended but she feels she and the trustees

can amenablely allocate responsibility between themselves. She offered to draft a proposal for review. Bob asked the board if they were comfortable with this approach. He suggested that if this approach doesn't work, then the board could go to town meeting. The board agreed to review the document and then decide if it was acceptable.

Review of Plaque/Naming policy draft: handled earlier in the agenda

Foundation Report

Nomination of 2 new board members: Holly Bernene and Jennifer Hunt: Barbara presented the resumes of both candidates for review and made a recommendation that the board vote to approve them as board members to the Foundation. Bob made the motion. Seconded by Carol. Unanimously voted.

Recommendation that both boards (trustees and foundation) meet as a group at next meeting to discuss consultant's report to the foundation: The Foundation is asking the trustees to think about capital projects that will come up in the next few years so that it can be discussed at a mutual meeting of the library trustees and the Foundation board.

New brochure: a new fundraising brochure has been produced and Barbara passed around copies. The purpose of the brochure is to raise money to pay the employees and for the endowment.

New staff: Melissa Remley has been hired as the new administrative assistant to the Foundation.

Old business

Staff Appreciation: the group discussed the need to follow up on this. Esmé will pick some dates and send them out to the group to gauge availability.

New Business

Esmé filled the board in on a few announcements.

- She and Jim and Bill Place have come up with a plan for the dirt around the book-drop. A layer of stones will be laid there, which will help with drainage and mud.
- The library has been receiving numerous requests from Protect Sudbury about handing out flyers in and around the library. Esmé reaffirmed that groups may not solicit donations on library grounds.
- Esmé passed around copies of the new remote participation policy from the town, allowing board members to call in to meetings rather than require everyone be physically present.
- The Community Room is getting its audio visual system completely upgraded. The library will use Meeting Room Revolving Funds and trust funds to pay for the project.

- Due to storage constraints, the security cameras are only able to store three weeks of imaging. The library has been given a proposal to increase the memory in the camera servers. Bob recommended that no more than 90 days of memory be added.

Any other items not known 48 hours in advance of the meeting: none

Adjournment: Bob made a motion to adjourn at 8:26 p.m. Seconded by Marie. So voted.

Next meeting: May 3, 2016 at 6:30 p.m. at the high school