

Goodnow Library Board of Trustees

Minutes

Tuesday, May 3, 2016, 6:30pm

Historical Room, Goodnow Library, 21 Concord Road

Attendance: Sarah Sogigian (chair), Lily Gordon, Esmé Green, Robert Iuliano, Barbara Pryor, Marie Royea. **Absent:** Carol Hull. **Incoming Trustees (to be sworn in at the conclusion of Town Meeting):** Alan Gordon, Susan Johnson

Sarah called the meeting to order at 6:35pm. Lily made a motion to accept the minutes of the February meeting. Seconded by Marie. So voted. Marie made a motion to accept the minutes of the April meeting. Seconded by Barbara. So voted.

Director's Report

Financial Report: as we head into the end of the fiscal year, we are working to spend down all line items. There may be a surplus in the salary line due to the vacancy in the teen librarian position since December.

Presentation of library statistics: Esme presented the spreadsheet used to track various library statistics, including the number of people who visit the library, circulation statistics, database use, reference questions, museum pass use and computer use. These numbers come in very handy in a number of ways. They are used in preparing reports to the state, the annual report to the town, as well as for determining which services are the best use for their cost.

Personnel: update on Teen Librarian search: an offer has been made to Robert Carter. He will start in May. For the past four years, Robert has worked part-time as a Children's Librarian at the Winchester Public Library. His regular duties included reference, readers' advisory, collection development, graphic design, preschool story time, and contributing to the children's department blog and Facebook page.

He applied for and received an LSTA "Science is Everywhere" federal grant in 2014. Since then, he has used the funds to develop and teach STEM workshops based on LEGO Education kits and software. He also uses the Arduino and Raspberry Pi platforms to build animatronic displays and create games for the library.

He is thrilled about our plans for the renovation of the Teen Space, and especially the proposed addition of a Makerspace. Robert has enthusiasm for technology and the creative skills to take our Teen programming to the next level!

Policy on smoking outside the library (vote): the library has received several complaints about smokers near the library entrance. This is encouraged, as the existing garbage can has a sand tray for cigarettes on it. Esmé recommended that the library institute a "no smoking within 25 feet of the library entrance" policy. Lily recommended that no smoking be allowed anywhere on library property. The board asked Esmé to write up a policy to be voted on at the next meeting.

Trustees Report

Update on authority of elected town boards in relation to that of the town manager: Bob reported that Melissa, the town manager, had sent a draft of an agreement to him, which he shared. In reviewing it, two issues were identified in the "Hiring" section: that there is only one member of the board of trustees to sit on the advisory panel in a library director search, and that the advisory panel only sits in on finalist interviews. Regarding the section entitled "Termination," the trustees disagree that that the town manager will notify them in the event of a termination. The bottom line is that this memo is in line with town counsel's opinion. Lily suggested amending the charter at town meeting. Bob recommended that he go back to Melissa and let her know the board discussed the draft and are disappointed. There is no gain to the trustees. Lily reiterated the importance of changing the charter. Barbara suggested that the board draft its own document. Bob will prepare one for review at the June meeting.

Review of Plaque/Naming policy draft (possible vote)

Foundation Report

- Barbara invited the trustees to a joint meeting of the Foundation board to discuss near future capital project. It was agreed that the trustees will meet from 7-8pm to discuss their ideas and those listed by the library staff, and at 8pm, the Foundation board members would join the group.
- The Foundation was awarded a grant from the Sudbury Foundation for \$30K, primarily to pay for staffing.
- A house party was held on April 28 at the Helon's (Maggie and Chris) with approximately 50 guests who were encouraged to donate to the Leadership Circle.
- The community art show plans are coming together. There will be a champagne preview fundraiser on May 25 of local artists, who will donate 50% of the proceeds of any sale to the foundation. The 25th will be the reception for the Kindergarten through High School student art.

Old business

Staff Appreciation: - tabled

New Business: *Esmé wanted to share that as part of the 2-yr grant on Serving People with Disabilities, a workshop on the subject of disability awareness was held for the staff by Linda Stetson.*

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

Adjournment: *Sarah made a motion to adjourn at 7:28pm. Seconded by Barbara. Bob thanked Sarah for her remarkable service to the library board, and how much she would be missed. So voted.*

Next meeting: June 7, 2016