

Goodnow Library Board of Trustees

Minutes

Tuesday, October 4, 2016, 7:00pm

Small Conference Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon, Lily Gordon, Esmé Green, Robert Iuliano, Susan Johnson, Barbara Pryor, Marie Royea.

Bob called the meeting to *order at 7:06pm*. Susan made a motion to accept the minutes of the September meeting. Seconded by Alan. So voted.

Director's Report:

Financial Report:

- We are entering the budget season for FY18, although the Financial Committee has not set increase amounts and instructions are not expected until early December. At a recent department heads meeting, the town manager informed us that the budgets would be very tight this year and few to no new initiatives would be approved. There was discussion of potential override efforts at this same meeting.
- The Goodnow trusts were approved for expenditure by the Board of Selectmen in the amount of \$30K.
- On the Financial report the question was raised regarding the line that listed a Carry Forward of \$9,931.36. The carry forward was money transferred from the salary line at the library's request to cover invoices for the audio-visual equipment upgrade in the Community Room.

Facilities:

- Esmé announced that a new DPW Director has been hired, his name is Dan Nason and he recently worked in the same capacity in Ayer.
- The work in the octagon is complete.
- The library finally had its general cleaning, which includes shampooing the carpets, cleaning all glass, stripping and waxing the terrazzo floors and steam cleaning of all the restrooms.
- Jim Kelly is working on the Capital Budget in collaboration with Esmé and the other department heads.
- The other pressing facility issue is the loss of parking space in the adjacent lot. Police Chief Scott Nix is working with the management company to secure 15 spaces for employee parking, freeing up room in the library parking lot.

Personnel:

- Rhonda Sussman, a substitute librarian has been hired as a regular employee to full the hours vacated by Robin Rapoport and a shift that was unfilled when Randy LeSage retired.
- The Children's department has hired a retired Lexington elementary school principal on Monday nights.

Library news:

- Esmé reported that two new all-in-one self-check stations with credit card payment capability have been ordered to replace the three aging terminals that we have had since moving to RFID in 2010.
- Esmé will be attending a two-day "Train the Trainer" ALICE, active-shooter training

program offered through the MIA to town employees.

- The library is alpha testing a new online event and registration calendar, and the staff is working with the company to complete and perfect the design. The library will get the product gratis for five years.

Approval for Esmé to attend Directors' Summit in Sacramento, CA: Esmé requested to attend a free two-day summit for public library directors in Sacramento. The costs incurred would be approximately \$1,000 from the Goodnow Trust to cover travel and accommodation. Alan made a motion; seconded by Barbara. So voted.

Trustees Report

Update on authority of elected town boards in relation to that of the town manager: Bob met with Chuck, gave him an overview of the issues and laid the options being considered by the trustees. The Selectmen are worried about opening a can of worms. Chuck asked what problem the trustees specifically have with the current situation, and if the trustees could find common ground. Options discussed by the board are:

- Push ahead to town meeting and seek to amend the town charter
- Pursue a compromise with Chuck's facilitation
- Reserve the board's rights and wait for a disagreement to arise

Bob will reach out to Chuck again, and let him know that having discussed it with the trustees, they are interested in amending the charter, but that we have some time to find middle ground. Ultimately, the board decided it didn't want to leave the status quo, but it also is not ready to call the question.

Approve plaque policy (vote): Barbara and Esmé presented the final draft of the plaque and naming policy. Marie made a motion to accept the policy as written; seconded by Lily. So voted. Esmé will send copies of the policy to the Friends and Foundation boards.

Foundation Report

Reappointment of GLF board members (vote): Barbara called for a vote to approve the following slate to the Foundation Board: Helen Crary, Paula Bentinck-Smith, Steven Ziobrowski, Holly B. Bernene, Jennifer P. Hunt, Lee C. McGowan, Judith H. Petrovich, Barbara F. Pryor. Alan made the motion to accept the slate; seconded by Lily. Yes votes: Bob, Alan, Lily, Susan, Marie. Abstentions: Barbara

Update on Reimagining the Second Floor project: The work to update and refresh the historical octagon is complete.

Latest plans and pricing: Esmé passed around copies of the current plans and pricing. We are still waiting for the non-fiction stack layout and pricing for the computer stations.

Impact on existing plaques: Esmé examined all the study carrels and found that five plaques would need to be moved to the carrels on the opposite wall and there would be sufficient space for all carrel plaques. The current small computer room has a plaque from the Pettits. We will move that plaque from inside the room to the wall outside the room. [Barbara and Lily will notify the Pettits of the move?]

Old business - none

New Business - none

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

- 1) Esmé received a request from the Red Cross to place a 4'x4' clothing donation bin at the library. The trustees declined, and suggested the town transfer station or town hall as alternatives.
- 2) Esmé announced that the annual Staff Development Day was scheduled for Friday, December 16, and requested permission to close the library for the day. Lily made a motion to accept; seconded by Marie. So voted.

Adjournment: *Barbara made a motion to adjourn at 8:46pm. Seconded by Susan. So voted.*

Next meeting: November 1, 2016