

**Goodnow Library Board of Trustees
Minutes
Wednesday, March 7, 2017, 7:00pm
Small Conference Room, Goodnow Library, 21 Concord Road**

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

Absent: Robert Iuliano

Barbara called the meeting to order at 7:00pm.

Call to order and vote to approve minutes of the February 7, 2017 meeting: Lily made a motion to approve the minutes as presented. Seconded by Marie. So voted.

Director's Report

Financial Report: Esmé made a clarification regarding the financial report. While the budget line for "Subs" is over-expended, the budget line for "Other" is low for this time of the year. Both buckets come from the same line. The Other line is low, because the only thing it funds is the occasional weekend shifts of part-time staff. The Sub line covers all sick and vacation replacement. In FY18, we will look at the spending pattern and adjust these two buckets to have allocations that are more accurate. Using substitutes is very economical, and there may be some money left over at the end of the year.

Approval of annual report: Esmé presented the 2016 Annual Report for review. A few minor typographical edits were made. Several board members remarked that the number and array of activities held by the library was impressive, and the members signed the signature page that goes to the Selectmen's office.

Strategic Plan update: Esmé has selected a consultant for the strategic planning process. Deb Haodley is a former library director and MA Library System advisor. She and Esmé have worked out first steps, a timeline and payment for services. She will be attending the next all-staff meeting on April 25 and leading an exercise with the staff. She will also be coming to the next Library Department Heads meeting on May 2 to teach the supervisors how to lead focus groups outside the library for non-users.

Meeting Rooms Policy revision: Esmé presented a red-line version of the proposed changes to the Meeting Rooms policy. After a good deal of consideration and discussion, the board asked Esmé to incorporate the current changes and bring that version to the April meeting.

Exhibits policy revision (vote): Esmé also presented a revised draft of the Exhibits Policy for review and possible vote. The basic changes were that the language was streamlined and the new exhibit spaces were included. Those being the Atkinson Wing Ramp gallery and the upstairs display case. Marie made a motion to approve the changes to the policy; seconded by Alan. So voted.

"Exempt" patron status: Esmé introduced the idea of possibly eliminating the Exempt patron status. This status allows patrons aged 65 or older to be exempt from overdue fines for older library material. Many of the board were unaware of the existence of this status, which is one of Esmé's objections to it. It is not fairly or consistently applied; it is not written into any library documentation; and it is an arbitrary entitlement. The board asked Esmé to bring a report to the next meeting for discussion.

Request for delayed opening on 4/25/17 for First-Aid training and Strategic Planning session with staff (vote): Esmé asked for approval for a delayed opening on 4/25. Alan/Marie. So voted.

Weights & Measures – move to Grange: Esmé spoke with Melissa, the town manager about the weights and measures cabinet, currently residing at the library. It was in the Town Hall until renovations were undertaken about 10 years ago, when it was brought to the library, and been ever since. She has no problem with moving it elsewhere. Esmé asked Jim Kelly if it could go to the Public Works building on Fairbank Road, but he does not think there is room. He suggested the Grange, and will follow up on that possibility. In any case, there is no rush, but if it is to be moved, it should be before work on the second floor takes place.

Trustees Report

Update on authority of elected town boards in relation to that of the town manager: Barbara reported on the topic, as Bob was unable to attend. Bob received a letter from Melissa, the town manager, indicating that she is seeking agreement, if possible. The board then went over the town manager's latest proposal. There followed a discussion on who is responsible for hiring, evaluating and removing the library director; who is responsible for personnel decisions, programming, policy and budget. Barbara took notes to send to Bob, so he could continue his discussion with Melissa.

Foundation Report

Nomination of Samantha Karustis to the Foundation Board: Barbara presented Ms. Karustis's resume to the board as a candidate for Foundation board member. She has several needed strengths, including many town and school connections, and community engagement. Susan made a motion to approve Samantha to the board. Lily seconded it. Unanimously approved.

Old business

Parking: no progress since last meeting.

New Business-none

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

Marie wanted to let the board know that Library Legislative Day was held earlier in the day at the State House, and she shared the Legislative Agenda with the group. Budget levels are down to 1998 levels.

Adjournment: Marie made a motion to adjourn at 9:17 pm. Seconded by Barbara. So voted.

Next meeting: April 4, 2017