

Goodnow Library Board of Trustees
Revised Minutes
Tuesday, June 5, 2018, 7:00pm
Historical Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon, Esmé Green (sec), Ingrid Mayyasi, Barbara Pryor (ch.), Marie Royea (v. ch.)

Absent: Lily Gordon, Susan Johnson

Call to order and vote to approve minutes of the May 1, 2018 meeting: Barbara called the meeting to order at 7:05 pm. Barbara made a motion to accept the minutes of the May 1, 2018 meeting. Seconded by Alan. So voted.

Director's Report:

Financial Report: We are in the process of closing the fiscal year out and spending down our funds. There may be some extra money in the salary line due to the retirement of Bettie Rose, and we hope to purchase new chairs for the service and staff desks that match the task chairs purchased for the new computer stations, and protective floor mats for the ten study carrels located on the north side of the second floor.

Update on Second floor: Esmé and Robert Carter (the teen librarian and NOW Lab supervisor) met with Jonathan Silverstein, town counsel, to discuss the NOW Lab usage policy, waivers, and insurance needs. He reviewed the documents and made a few modifications. His other advice was to call the town's insurance agent to discuss whether or not an additional rider would be necessary. Regarding the "Makerspace/NOW Lab" policy, he recommended removing item 3c. Alan made a motion to remove 3c from the policy. Seconded by Marie. So voted.

Vote on updates to Circulation policy: Esmé presented the revised policy with clarification made to the sections regarding returns to the outdoor bookdrop, and interlibrary loans. Barbara made a motion to accept the policy as revised. Seconded by Marie. So voted.

Vote on updates to Use of Meeting Rooms policy: Esmé reviewed the changes to the policy, which were to clarify which town departments and committees are exempt from meeting room fees. Marie made a motion to accept the policy as revised. Seconded by Ingrid. So voted.

Temperature Control project update: The work continues. There is a small issue of the new thermostats being designed to be placed vertically, while the box in the wall is oriented horizontally. Esmé is working with the installers and members of the Energy Committee to find an aesthetic solution.

Update on Head of Technical Services Position: The first candidate we selected bowed out due to the salary scale. We now have another candidate who we have recommended to Human Resources. If all goes well, we hope to have a July 1 start date.

Update on Custodial services: The town was able to come up with the difference between the annual contract amount (\$51K) and the library's FY19 budget for cleaning services (\$36K).

The Board of Selectmen are voting to accept the contract for Maura Cleaning Services at their meeting tonight (6/5/18). The contract will start on July 1.

Trustee Report:

Vote on new Chair and Vice Chair: Barbara presented the slate for FY19 officers.

Chair: Marie Royea

Vice Chair: Alan Gordon

Ingrid made a motion to accept the slate. It was seconded by Barbara. So voted.

Foundation Report: While the final numbers have not yet been determined, it appears that the gala grossed \$54K. The net profit, after expenses (\$18K) are \$36K. Looking forward, the GLF will hold a two-day mini-golf event instead of a gala in April 2019. After that, the plan is to alternate events annually.

Old business: none.

New Business: none.

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

Adjournment: Ingrid made a motion to adjourn at 8:05 pm. Seconded by Alan. So voted.

Next meeting: September 4, 2018