

**Goodnow Library Board of Trustees  
Minutes  
Tuesday October 2, 2018, 6:30pm  
Historical Room, Goodnow Library, 21 Concord Road**

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

**Absent:** none

**Call to order and vote to approve minutes of the September 4, 2018 meeting:** Alan called the meeting to order at 6:33pm, and asked for a motion to approve the minutes. Moved by Ingrid, seconded by Lily. So voted.

**Foundation Report:**

Guests Holly Bernene (president) and Samantha Greenfield (development): Sam was unable to attend, but Holly introduced herself and gave an update on GLF activities and goals. Holly has been on the GLF board for two and a half years and president for one and a half. The current board is a good, hard-working group. Its job is to raise money, and its mission is to get the word out about the GLF. There continues to be confusion by the public between the Friends and the Foundation that they are working to clear up. The social media presence has been great due to help from a new volunteer, Amy Sheldon. The GLF raises money for capital projects, most recently the Reimagining the Second Floor. Next, the GLF will be focusing on building the endowment, which ensures funding in perpetuity for capital projects. To that end, funds from this year's annual appeal and targeted major donor requests will go to the endowment. Library trustee supports sends a positive message to the public about the GLF.

Events for the year will be analyzed for what is most successful.

1. Another evening of the "Be Bold" series is coming up on October 23 and will focus on storytelling.
2. Coventry Edwards Pitt is coming on November 6 to discuss health, wealth and wisdom. There will be a plaque dedication beforehand for major contributors to the Second Floor project.
3. A second Educator Reception will be held in the NOW Lab on November 14.
4. The spring fundraiser will not be a gala but mini-golf. That is scheduled for April 27 and 28.

Finally, a new focus for the development staff of the GLF is writing and securing grants.

**Director's Report:**

Financial Report: spending is on target for the year. There was one question raised

about the "Other Time" salary line being at 6%. The reason for this is that the library has reduced weekend hours over the summer, and that is the line that pays for those hours. As we move through the fiscal year, that line will catch up. The "Sub" salary line is high because we use a lot of substitutes over the summer to help out with programming. That line should slow down as we move through the fiscal year.

The trust spending limits have been approved: \$25K from Goodnow, Bradshaw: \$100; Raymond: \$500; Rhodes: \$700.

Facilities: there was a second flood of the library. Facilities came right away and put barriers up and installed a sump pump. Bill Barletta is looking for a long-term solution.

Temperature Control project update: We are in the final stages of programming the new system.

Update on personnel (Head of Ref): We have selected a candidate for the position. Her name is Emily Tricco and she currently works in Hudson. She will be starting on Tuesday, November 13.

Other personnel news is that Megan Warren, Head of Children's has announced her departure. She has been offered the position of Assistant Director at the Acton Memorial Library. We are sorry to see her go, but also very proud of her.

Staff Day-report: Staff day was excellent.

9:00: Welcome Coffee & Treats  
9:30: Foundation "Annual Appeal Spiel" (Sam Greenfield)  
10:00: Staff Info Page (Megan Warren)  
10:45: New & Improved Policies (Karen Tobin)  
11:30: Signage Committee Progress Report (Krista Armstrong-Moon)  
12:00: When to Work tips and tricks (Karen Tobin)  
12:10: Safety Review (Esmé Green)  
12:40: Lunch, Raffle, & Staff Picture  
1:30: Break Out #1: Displays (Joyce Kamsler and Brenda Castino)  
Break Out #2: Google drive/docs (Megan Warren)  
Breakout #3: Neutrality (Olivia Sederlund)  
3:30: Now Lab Tour & resin jewelry making or escape room  
4:30: Dismissal

### **Trustee Report:**

Director's annual review: Esmé requested to table this item, as she had not had time to prepare her review.

Trustee update: Susan Johnson: Susan announced that she will not be running for another term as she and her family will be relocating to New Hampshire.

**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 7:34 pm. Seconded by Lily. So voted.

*Next meeting:* November 6, 2018