

**Goodnow Library Board of Trustees  
Minutes  
Tuesday September 4, 2018, 7:00pm  
Historical Room, Goodnow Library, 21 Concord Road**

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

**Absent:** Lily Gordon, Susan Johnson

**Call to order and vote to approve minutes of the June 5, 2018 meeting:** Marie called the meeting to order at 7:04 pm. Marie asked for a motion to accept the minutes of the June 5, 2018 meeting. Two minor corrections were noted: the date for the minutes was incorrect, and the Chair and Vice Chair nominations reversed. Alan made a motion to accept the revised minutes. Seconded by Barbara. So voted.

**Director's Report:**

Financial Report-operations, trusts: this is the first financial report to the trustees since the start of the new fiscal year, due to the summer break. Spending is on target. Esmé also reported that the spending amounts for the trusts were approved by the Board of Selectmen at their August 14 meeting.

- o RFID gates: the security gates have reached end-of-life and it is time to look into replacing them. Esmé presented a quote from the library's current vendor, Bibliotheca, which amounts to approximately \$18K. The board asked Esmé to research other vendors for comparison. She will bring that info to the October meeting.

Signage audit [signage committee/part of 2<sup>nd</sup> floor punch list]: there is a need to install directional signage on the second floor for the teen, nonfiction and media collections. This has precipitated the formation of a committee to address not just the second floor signage needs but to also evaluate current signage and create a signage policy. The committee viewed a webinar that covered the dos and don'ts of signage and types of signs. The committee conducted a signage audit and found over 400 signs in and around the library with varying degrees of effectiveness. Some areas had too many signs; others had no signage at all. Several signs were outdated, worn or negative. The next step of the committee will be to create a signage policy.

Facilities

- o New Combined Facilities Director: Esmé met with the new Facilities Director, Bill Barletta. She gave him a tour of the library, explained current projects and sent him a complete maintenance vendor list. He was very receptive to the library's needs, and a few days later, Esmé needed to call him in at 9:00 pm due to flooding through the front entrance. He was quick to respond and diligent in following up.
- o Temperature Control project update: Work has been going on throughout

the summer on this project. At the time of the meeting, most of the new equipment was installed, with just setting up the software and programming the system left to do.

- o Landscaping: Esmé completed several small landscaping projects over the summer. One was to have tree limbs over the “Dunkin” side of the parking lot trimmed back. They were overgrown, and in some cases, low enough to touch parked cars. The other was to have the ivy removed from the exterior of the historic part of the building. Finally, there was poison ivy and brush growing in the median across from the drive-through book drop, and along that edge of the parking lot. Esmé had it removed and mulched.

Update on personnel (Head of TS, Ref): Olivia Sederlund has taken the position as the Head of Technical Services. She began July 30 and is doing great! She has already completed several projects and seems to be settling in. The Head of Reference position (Joanne Adamowicz left in July and we made the position full time) had to be reposted to garner a wider applicant pool. Esmé hopes to have an update by the next meeting.

#### Sara Sherman NOW Lab Update

- o Programming/usage report: The NOW Lab is actively running programs on learning how to use the laser cutter, 3d printer and other equipment. Girls Who Code and various robotics clubs are using the space. Robert gives impromptu tours to curious visitors. Esmé submitted a grant report to the Sudbury Foundation for the money they gave to purchase equipment.
- o Update to Makerspace policy to include specific language about caregiver supervision: The library staff wanted more specific language in the policy about parents remaining with their children in the Lab during programs. Esmé presented a revised policy to that effect. Alan made a motion to accept the modification. It was seconded by Marie. So voted.
- o Liability (MIIA has reviewed and determined we are covered by existing insurance policy): One of the items town counsel recommended Esmé follow up on was to make sure the existing insurance policy covered the makerspace, or if additional coverage was needed. After it was reviewed, the MIIA agent determined that the Lab is covered under the existing policy.

Staff Day-approval to close on Friday, September 28: Esmé asked for the board’s approval to close the library for staff development. Ingrid made the motion to accept; seconded by Marie. So voted.

#### **Trustee Report**

Director’s annual review: Marie inquired about Esmé’s review process and discovered that once an employee reaches their top step they are no longer formally reviewed by the town. As Esmé is at the top step, no steps were taken this year to evaluate her. The

trustees feel that it is an important process and asked Esmé to report on her year so that they could evaluate her. She will prepare that for the next meeting.

**Foundation Report:**

- o Holly Bernene, current Goodnow Library Foundation president, and Samantha Greenfield, GLF Director, would like to come to an upcoming meeting to report on the GLF activities. Esmé will add to the October agenda.
- o The annual appeal letter is ready to be mailed out in mid-September.
- o The Civil War statue has been inspected and repaired. Jeff Buccacio, the restorer, and the GLF have entered into a three year contract for the statue's maintenance, and he will inspect it annually.

**Old business:** none.

**New Business:**

- o Tappé drawings: Esmé was given an old set of schematic drawings by Kevin Latady, who worked for Tappé on the 1999 library renovation. She shared them with the group, and afterwards, they will be placed in the local history collection.
- o ARIS: The Annual Report Information Survey is due every August to the MA Board of Library Commissioners. Esmé completed and submitted it on time.
- o 6:30 meeting start time: Marie asked the group if it would be possible to move the time of the meeting from 7:00 pm to 6:30. Everyone present was amenable to the change. Esmé will ask Lily and Susan and report back.

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

**Adjournment:** Marie made a motion to adjourn at 8:25 pm. Seconded by Barbara. So voted.

*Next meeting: October 2, 2018*