

Goodnow Library Board of Trustees

Minutes

Tuesday, April 2, 2019, 6:30 p.m.

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 March 5, 2019: Marie called the meeting to order at 6:33, and made a motion to approve the minutes. The motion was seconded by Ingrid. So voted.

Director's Report:

Financial Report: Esmé presented the latest expenditures of the budget. A question was raised regarding the Contracted Services line item. Due to changing cleaning contracts after the start of the fiscal year, combined with an increased contract amount, the town is aware that there is expected to be a deficit. When the money in that line is completely expended, the town will find the money to cover it until the end of the fiscal year. The FY20 budget has been adjusted to cover the amount going forward.

Close library early for gala/mini-golf at 3:00 on April 27 (vote): Esmé asked for vote to close the library early. Alan made a motion; it was seconded by Marie. So voted.

Signage committee—update: We are now in the process of creating and installing the end cap labels.

Meeting room policy revision: Esmé presented a draft of the policy revisions, which cover the issue of book signings that are not part of a library-sponsored program. Sale of books will be allowed by the author, without staff facilitation. Attendees must not be expected to purchase copies. The subject and material must be of general interest to our patrons, and events must be approved by the Head of Reference. Marie made a motion to accept the revision; it was seconded by Ingrid. So voted.

Personnel report: We have hired two part time staff to cover Becky's circulation shifts, Liz Fogarty and Khyati Kuvadia. We have also hired several substitute librarians in Children's and Reference.

Library Legislative Day report: Four library staff attended on March 5, met with legislators, and Esmé represented MLA as the Vice-president/President-elect.

MLA annual conference registration (May 20-22, Framingham): Esmé and several staff will be attending the state association conference this coming May.

Volunteer Luncheon (May 14): The annual volunteer appreciation lunch will be held from noon to 1:30 on May 14. All trustees are cordially invited to attend. The volunteers who help with Goodnow To Go will also be included.

Trustee Report:

Director's annual review—finalize & submit to Town Manager's office: The board made final revisions to Esmé's evaluation and it will be submitted to the Town Manager's office.

Historic Room renovation—update: We have gotten some drawings of possible layouts and will work on finalizing the design.

Friends: Barbara, being a GLF board member, recused herself from the discussion and left the room.

The discussion from the previous month regarding the Friends of the Library negatively affecting donor relations for the Foundation (GLF) continued.

Esmé reported that she met with town counsel who indicated that as a separate entity, there is no legal way to control the actions of the group, unless the library refuses donations from them. There was a discussion about bringing in a mediator. Alan offered to review the roles and goals of both groups, and then to sit down with each and review those roles and goals with them. Alan and Marie will meet and strategize an approach.

At the conclusion of the discussion, Barbara returned to the meeting.

Foundation Report: The GLF is looking to increase the number of members on their board. Originally, nine were appointed but now that there are more activities it makes sense to increase the number. Barbara is seeking feedback from the board on this idea. Will this necessitate a by-law change or a vote from the trustees? The discussion will continue at the next meeting.

Old/New business:

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

Adjournment: Lily made a motion to adjourn at 7:58.

Next meeting: Tuesday, May 7, 2019