

**Goodnow Library Board of Trustees
Minutes
Thursday, February 7, 2019, 6:30 p.m.*
Historical Room, Goodnow Library, 21 Concord Road**

Attendance: Lily Gordon, Esmé Green (sec), Susan Johnson, Ingrid Mayyasi, Barbara Pryor

Absent: Alan Gordon (v. ch.), Marie Royea (ch.)

Call to order and vote to approve minutes of the January 3, 2019: Barbara called the meeting to order at 6:37, and asked for a motion to approve the minutes. Lily made a motion to approved the minutes; seconded by Ingrid. So voted.

Director's Report:

FY20 Budget-update: The town manager released the FY20 budget. The library did have a reduction of \$20K in the Other line as a result of job changes. Other than that, there were slight increases in Automation, Contracted Services and Books and Materials.

Financial Report-update: The financial report indicates normal spending levels.

Facilities: Other than some water coming in under the door of the small conference room due to melting snow and wind, there is nothing to report.

Personnel: Heidi Wright has been appointed the Assistant Head of Children's to fill the vacancy left my Amy Stimac when she was promoted to Head of Children's. Offers have been made to two people to fill Becky Bogart's Circulation Desk shifts.

2018 Annual Report: A draft of the annual report was reviewed. Esmé will revise based on the feedback from the board and bring back to the March meeting for a vote.

Policies:

Update to the behavior policy: The following language was added to the policy to strengthen it: "*Verbally or physically threatening or harassing other visitors, library staff or volunteers, including stalking, staring, touching, or using offensive language.*" Susan made a motion to approve the wording. It was seconded by Ingrid. So voted.

Update to the meeting room policy: Language relating to book signings not sponsored by the library was discussed. The board felt more discussion was warranted, and so will discuss again at the March meeting.

Trustee Report

Director's annual review—finalize & submit to Town Manager's office: due to Marie's absence, this item was tabled until the March meeting.

Friends: the board voted to table this item until the March meeting. There are two members absent and Barbara is recusing herself, so a quorum is not met.

Board recruitment: Beth Whitlock has pulled papers for the open board position.

Foundation Report:

- The foundation is currently planning the spring gala, which will be an indoor mini-golf fundraiser in the library. The planning committee is currently working on getting sponsors.
- Plans to renovate the Historical Room are underway.
- Ken Vona has agreed to join the GLF Board of directors.

Old/New business: none.

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

Adjournment: Susan made a motion to adjourn at 7:50. It was seconded by Barbara. So voted.

Next meeting: Tuesday, March 5, 2019

**meeting date changed in order to have a quorum*