

**Goodnow Library Board of Trustees
Minutes
Tuesday January 3, 2019, 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.)

Call to order and vote to approve minutes of the December 4, 2018 meeting: Alan called the meeting to order at 6:36, and asked for a motion to approve the minutes. Lily made a motion to approved the minutes; seconded by Barbara. One typo was corrected. The vote to approve the minutes as corrected was unanimous.

Director's Report:

FY20 Budget-update: Esmé met with the town manager regarding the library's FY20 budget request on December 19. During the meeting it was noted that the salaries were unusually high due to a mistake not caught. Accounting is currently revising the salary sheet and the town manager and financial director are working on a revised budget. In addition, due to staff changes that saw a new full-time person, it is necessary to reduce the "Other" Line by \$20K to keep costs down. Esmé will report again at the February meeting.

Financial Report-update: Spending is on track for the year, with note to the Young Adult audio and salary lines. Last month the YA line had zero expenditures, and this month it is at 8%, so Robert is working on catching up. Regarding the salary lines, the director line is a good measure of where the budget should be, as there is no variation from month to month in the amount (as long as the position is filled). While the Subs line is high, the full and part time lines are low due to position vacancies, and so Subs were used to cover them. This is an efficient method, as Subs are paid at Step 1, while other positions are anywhere from Step 1 to Step 8.

Facilities: While the sump pump at the main entrance is still in place to prevent flooding, the facilities department is going to install an additional downspout at the top of the entrance ramp, and schedule annual cleaning of the catch basin. On January 2, a new chiller was installed on the roof. The new unit will not need resetting (the old one tripped frequently) and is more energy efficient.

Personnel-update: Amy Stimac has been appointed the new Head of Children's Services. We are thrilled that she accepted our offer, and it is rewarding to see her advance from the Assistant Head of Children's position. We are now finalizing the hiring details for the Assistant position. Becky Bogart is retiring after 28 years at Goodnow. A reception for her will be held on January 10 at 1:30 pm. All are invited.

CPC request to digitize local newspapers-update: Karen and Esmé attended another hearing on December 5, and are working on hunting down answers to the remaining questions from the committee.

Signage committee-update: We have ordered the end panel sign holders for the entire

library. Karen now can print out the placards and they can be installed. In addition to call numbers, we are going to include keywords, such as "civil war" or "gardening" in key areas.

Trustee Report (vote to enter executive session): At 7:10 Alan asked for a motion to enter executive session for the purpose of evaluating Esmé. Marie made the motion, seconded by Barbara, so voted.

Director's annual review: the board met and will write up their comments and vote on it at the next meeting. A copy would then be submitted to the town. Of note, the board wanted Esmé to add the goals of renovating the historical room and adding more full-time positions.

Foundation Report: The next Be Bold event will be held on January 8. The theme of *Sharing Our Stories* will be on Art and Science. The statue for the second floor is in progress. The artist, Janice Rudolph, will base her work on the figures of Yoyo Ma, Yvonne Spicer (Framingham mayor) and possibly Malala, as children. The annual appeal is still drawing in donations. Barbara didn't have numbers yet. They are working on thank you notes. This year's gala will be indoor mini-golf in the library. The committee is working on planning it now. More details to come.

Old/New business:

Revolving fund: the article is due for requesting a spending amount for the revolving fund. Esmé recommends keeping it at \$10,500. She presented the form for the board to sign. She will return it to the Selectmen's office and it will be brought to a vote at Annual Town Meeting in May.

Annual report: the 2018 annual report is due at the end of January. Since the trustees don't meet until the beginning of February, she will present a draft for the February meeting for the trustees to approve and then submit it to the Selectmen's office.

Any other items not known 48 hours in advance of the meeting: Esmé notified the board that she has been summoned to testify (for a third time) in a case at the Middlesex District Court on February 25. This was for an event that occurred 10 years ago at her previous job in Cambridge.

Adjournment: Lily made a motion at 7:47. It was seconded by Barbara. So voted.

Next meeting: Tuesday, February 5, 2019